Waitlists - Editing Waitlists

Editing waitlists include:

- Add student to waitlist
- Change Priority
- Remove student from waitlist
- Email Students

Click for printable version.

Waitlist General Information.
**Waitlists - Editing waitlists**

*Waitlists are used to provide a fair and efficient means for students to register in a course/section that was not available when they originally registered. Waitlists also provide departments and administration information about unmet demand for course and/or sections.*

1) Log into MAUI ([http://www.mauuiowa.edu](http://www.mauuiowa.edu)).

![MAUI Home Screen](image)

2) From MAUI HOME screen, click on Registrar tab.

![MAUI Registrar Tab](image)

3) On Registrar page, click [Offerings Planner](#).

![MAUI Registrar Offerings Planner](image)
Waitlists - Editing waitlists (cont.)

4) Click **Waitlists**.

5) Click appropriate waitlist link.
Waitlists - Editing waitlists (cont.)

You will receive the following screen. On this panel, you can:

A. Add student to waitlist
B. Change Priority
C. Remove student from waitlist
D. Email Students