Waitlists

Click for printable version.

Waitlist General Information.
Waitlists – Creating a waitlist
This is how to create a waitlist for a course offerings.

1) After searching for a course (See Course Offerings – Searching for a course), click view link for desired section.
   ➢ Please Note: Waitlists cannot be added for the following sections:
     o Mandatory lecture sections
     o Exam sections
     o Sections with current or future reserved seats (including Courses in Common)
     o Sections with unlimited optimum enrollment counts

2) This link goes to the Summary screen for the selected section. Select Waitlist from drop down list, OR click Waitlist Plan.
Waitlists – Creating a waitlist (cont.)

3) Select appropriate option from Waitlist Plan drop-down list.
4) Click Save.

You will receive the following message, and the change will display on the Summary page.