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.maui.uiowa.edu).

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

3) On Registrar page, click Offerings Planner.
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

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### Waitlist

**Course Offerings > Edit Section Information**

**Human Biology**

**BIOL1140:0A4** (002:021:3A4)

Registration Status: MAUI Waitlist
Section Type: Lab

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<th>UJD</th>
<th>Name</th>
<th>Primary POS</th>
<th>Other POS</th>
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