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](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.

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**Waitlists - Editing waitlists (cont.)**

4) Click **Waitlists**.

5) Click appropriate waitlist link.

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**Waitlists - Editing waitlists (cont.)**

4) Click **Waitlists**.

5) Click appropriate waitlist link.

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**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