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:
     - Mandatory lecture sections
     - Exam sections
     - Sections with current or future reserved seats (including Courses in Common)
     - Sections with unlimited optimum enrollment counts

![Course Offerings > Sections](image)

2) This link goes to the Summary screen for the selected section. Select **Waitlist** from drop down list, OR click **Waitlist Plan**.

![Course Offerings > Edit Section Information](image)
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.