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

![Course Offerings > Edit Section Information]

- Viewing: Active
- Add student to waitlist

1. Position: 1, UID: 000000001, Name: Brown, Charlie, Primary POS: CLAS Second Year Biology (Cell & Developmental Biology) BS, Other POS: CLAS Second Year Nursing Interest DEGREE, Email: charlie.brown@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 1, Waitlist Entry Date: 10/23/2013 11:30:06 AM, Remove

2. Position: 2, UID: 000000002, Name: Cool, Joe, Primary POS: CLAS Third Year Biology (Comprehensive Biology) BS, Other POS: CLAS Third Year Nursing Interest PO, Email: joes.cool@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 1, Waitlist Entry Date: 10/23/2013 11:30:13 AM, Remove

3. Position: 3, UID: 000000003, Name: Duck, Duffy, Primary POS: CLAS Second Year Psychology BA, Other POS: CLAS Second Year Secondary Education Interest NONE, Email: daffy.duck@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 2, Waitlist Entry Date: 10/25/2013 11:29:53 AM, Remove

4. Position: 4, UID: 000000004, Name: Hawk, Herky, Primary POS: TCGB Third Year Finance IBA, Other POS: None, Email: herky.hawk@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 2, Waitlist Entry Date: 10/25/2013 11:32:37 AM, Remove

5. Position: 5, UID: 000000005, Name: Mouse, Mickey, Primary POS: CLAS Third Year Psychology BA, Other POS: None, Email: mickey.mouse@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 2, Waitlist Entry Date: 10/25/2013 11:33:22 AM, Remove

6. Position: 6, UID: 000000006, Name: Proh, Winnie, Primary POS: CLAS Second Year International Studies (Human Rights) BA, Other POS: CLAS Religious Studies MINOR UC Second Year Sustainability Program CER, Email: winnie.proh@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 2, Waitlist Entry Date: 10/25/2013 11:33:59 AM, Remove

7. Position: 7, UID: 000000007, Name: Sample, Student, Primary POS: CLAS Third Year Psychology BA, Other POS: None, Email: student.sample@uiowa.edu, Course ID: BIOL1140, Hours: 4, Priority: 1, Waitlist Entry Date: 10/25/2013 11:29:23 AM, Remove