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.mau.uiowa.edu).

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

3) On Registrar page, click Offerings Planner.
4) Click **Waitlists**.

![Image of Offerings Planner](image)

5) Click appropriate waitlist link.

![Image of Waitlist Reports](image)
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

**Human Biology**
**BIOL:1140:04**
**Curriculum:** General Education
**Course Section:** 71476
**Sent to Astra:**
**Ellen Smith
**Registration Status:** MAUI Waitlist

**Email Students**

**Viewing:** Active

<table>
<thead>
<tr>
<th>Position</th>
<th>UID</th>
<th>Name</th>
<th>Primary POS</th>
<th>Other POS</th>
<th>Email</th>
<th>Course ID</th>
<th>Hours</th>
<th>Priority</th>
<th>Waitlist Entry Date</th>
<th>Text</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>00000000</td>
<td>Brown, Carrie</td>
<td>CLAS Second Year Biology (Cell &amp; Development Biology) BS</td>
<td>CLAS Second Year Nursing Interest DEGREE</td>
<td><a href="mailto:charlie.troy@uiowa.edu">charlie.troy@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>1</td>
<td>10/25/2013 11:30:06 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>00000000</td>
<td>Cool, Joe</td>
<td>CLAS Third Year Biology (Comprehensive Biology) BS</td>
<td>CLAS Third Year Nursing Interest PO</td>
<td><a href="mailto:joe.co@uiowa.edu">joe.co@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>1</td>
<td>10/25/2013 11:30:13 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>00000000</td>
<td>Duck, Daffy</td>
<td>CLAS Second Year Psychology BA</td>
<td>CLAS Second Year Secondary Education Interest NONE</td>
<td><a href="mailto:daffy.duck@uiowa.edu">daffy.duck@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>2</td>
<td>10/25/2013 11:29:53 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>00000000</td>
<td>Hawk, Herky</td>
<td>TCGB Third Year Finance BBA</td>
<td></td>
<td><a href="mailto:herky.hawk@uiowa.edu">herky.hawk@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>2</td>
<td>10/25/2013 11:32:37 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>00000000</td>
<td>Mouse, Mickey</td>
<td>CLAS Third Year Psychology BA</td>
<td></td>
<td><a href="mailto:mickey.mouse@uiowa.edu">mickey.mouse@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>2</td>
<td>10/25/2013 11:33:22 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>00000000</td>
<td>Proh, Winnie</td>
<td>CLAS Second Year International Studies (Human Rights) BA</td>
<td>CLAS Religious Studies MINOR UC Second Year Sustainability Program CER</td>
<td><a href="mailto:winnie.proh@uiowa.edu">winnie.proh@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>2</td>
<td>10/25/2013 11:33:59 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>00000000</td>
<td>Sample, Student</td>
<td>CLAS Third Year Psychology BA</td>
<td></td>
<td><a href="mailto:student.sample@uiowa.edu">student.sample@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>2</td>
<td>10/25/2013 11:29:23 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>