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

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

The Course Section has been updated and saved to the database.