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.mauuiowa.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

![Waitlist Screen](image)

<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 Code</th>
<th>Hours</th>
<th>Priority</th>
<th>Waitlist Entry Date</th>
<th>Text</th>
<th>Enrolled</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>Brown, Charlie</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_troum@uiowa.edu">charlie_troum@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
<td>1</td>
<td>10/25/2013 11:30:05 AM</td>
<td></td>
<td></td>
<td>remove</td>
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<td>Cool, Joe</td>
<td>CLAS Third Year Biology (Comprehensive Biology) BS</td>
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<td>4</td>
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<td></td>
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<tr>
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<td>Duck, Daffy</td>
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<td>CLAS Second Year Secondary Education Interest NONE</td>
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<td>2</td>
<td>10/25/2013 11:29:53 AM</td>
<td></td>
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<tr>
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<td>TCGB Third Year Finance BBA</td>
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<td><a href="mailto:herky_hawk@uiowa.edu">herky_hawk@uiowa.edu</a></td>
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<td><a href="mailto:mickey_mouse@uiowa.edu">mickey_mouse@uiowa.edu</a></td>
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<tr>
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<td>CLAS Religious Studies MINOR UC Second Year Sustainability Program CER</td>
<td><a href="mailto:winnie_poh@uiowa.edu">winnie_poh@uiowa.edu</a></td>
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<td></td>
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</tbody>
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