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.
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.

![Message box displaying successful update]

**Note:** Fields marked with (*) are required.