Wait List into a class

Instructions:

Log in to Campus Information Services with your uNID and password

Click the “Registration” tile on your Student tab.

Click the “Add Class” tile.
The Add Classes page is displayed

NOTE: If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.
Enter the Class Nbr, or Click the search button

If a class is full, and wait listing is set up for the class, the status should be Wait List. To wait list into the class, check the box next to “Wait list if class is full” and click Next.
Click Proceed to Step 2 of 3 if you are ready to wait list into the class.

Click on Finish Enrolling.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.
The status will be Success if you are eligible to enroll onto the wait list. A wait list position number will be given at this time as well, so you can see what place you are on the wait list.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1200</td>
<td>Message: Class 1394 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Let’s say you want to enroll in a class, but it is full, and only the wait list is available. You have a back up class that you can take—either a different section or a different class—and you enroll in that just to be safe. But, you really would like to be in the class that only has wait list available. Using the swap functionality will allow you to set up your schedule to drop you from the enrolled class and enroll you in the wait list class (if space opens up, and you meet all the requirements).
Select the class you are currently enrolled in and either search for, or enter the class number of the class you want to wait list into and swap classes with.

Swap a Class

1. Select a class to swap

   Select the class you wish to swap then select the class you wish to replace it with.

   Spring 2017 | Undergraduate Semester | University of Utah

   **Swap This Class**
   
   Select from your schedule: MATH 1030: Intro Quant Reasoning
   
   **With This Class**
   
   Search for Class: Class Search
   
   Enter Class Nbr

Check the Wait list if class is full box.

Swap a Class

1. Select a class to swap - Enrollment Preference

   Spring 2017 | Undergraduate Semester | University of Utah

   **BIOL 1006 - World of Dinosaurs**

   **Class Preferences**

   **Session**
   Regular Academic Session

   **Career**
   Undergraduate Semester

   **Enrollment Information**

   • Physical/Life Science Exploration

   **Wait List**
   
   **Permission Nbr**
   
   **Grading**
   Graded

   **Units**
   3.00

   **Requirement Designation**

   Physical/Life Science Exploration

   **Select CR/NC Grading**

   *If you want a letter grade (A-F), do not elect.*
Click on Finish Swapping.

The status will be Success if you are eligible to enroll onto the wait list. A wait list position number will be given at this time as well, so you can see what place you are on the wait list.

Swap a Class

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.
Under my class schedule you can view the classes you are wait listed in, by checking the Show Waitlisted Classes box and the filter button.

If space opens up in the class you are wait listed in, and if you meet all the requirements for the class, you will be enrolled in the class, and receive an email to your umail account letting you know you were successfully enrolled. It is up to you to drop any class you enroll in, either by enrolling or wait listing, prior to the drop deadline.