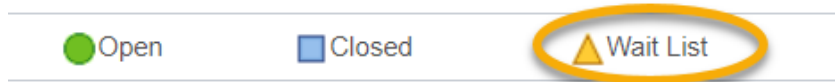


# Wait Lists in WINGS Student Center

1. The status of the class will indicate if the class has the wait list option.



You can determine the wait list capacity by clicking on the class link in the Class Search.

SPA 302 - Faces of Spain: Conversation and Culture						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4047	01-LEC Regular	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020	▲

[Class Notes](#)

Class Availability			
Class Capacity	22	Wait List Capacity	5
Enrollment Total	22	Wait List Total	2
Available Seats	0		

**Tip:** Use the **SWAP** feature in your WINGS Student Center to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

2. Search for the class you want and select the wait listed section as if going to add the course to your shopping cart.
3. On the **Select classes to add** screen, check the box for **Wait List if class is full** and click Next.

## 1. Select classes to add - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse  
SPA 302 - Spain: Conversation & Culture

### Class Preferences

SPA 302-01    Lecture    ▲ Wait List

**Session** Regular Academic Session

**Career** Undergraduate

Wait List  Wait list if class is full

Grading Graded

Units 3.00

### Enrollment Information

- Prerequisite: SPA 202 or SPA 221 or placement based on UW System Placement Test scores.

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020

### NOTES

**Class Notes** This class has additional fees associated with it. Please navigate to [www.uwlax.edu/cashiers](http://www.uwlax.edu/cashiers) and click on the Special Course Fees link for details. Students enrolled in this class should not schedule other activities during this class time. The instructor will inform students at the beginning of the semester which days attendance is required and/or encouraged.

- Proceed through the rest of the enrollment steps. You must meet all class prerequisites to get on the wait list. If the wait list is full, you will get a red X and an error message explaining. You would need to check back later to add yourself to the wait list.
- If successfully put on the wait list, you will get a green check mark and a position number (#1 for the first person, # 2 for the second, etc...).

[Search](#) | [Plan](#) | **Enroll** | [My Academics](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors

Fall 2020 | Undergraduate | UW-La Crosse

<span style="color: green;">✔</span> Success: enrolled	<span style="color: red;">✘</span> Error: unable to add class
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Class	Message	Status
SPA 302	<b>Message:</b> Class 4047 is full. You have been placed on the wait list in position number 3.	✔

My Class Schedule
Add Another Class

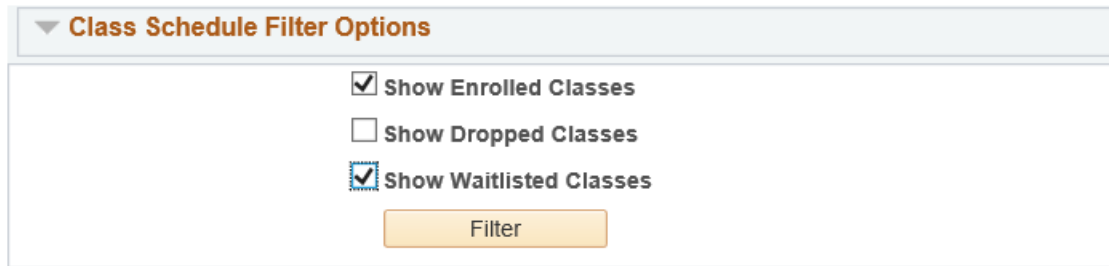
- The wait listed class will be displayed in the calendar view of your class schedule. It will be noted with a status of **Waiting**.

<< Previous Week
**Week of 9/14/2020 - 9/20/2020**
Next >>

Show Week of  
Start Time 
End Time

Schedule	Monday Sep 14	Tuesday Sep 15	Wednesday Sep 16	Thursday Sep 17	Friday Sep 18	Saturday Sep 19
7:45AM		<b>Waiting:</b> SPA 302 - 01 Lecture 7:45AM - 9:10AM Centennial Hall 2305				
8:50AM						
9:25AM						
11:00AM		HED 207 - 02 Lecture 11:00AM - 12:25PM Cartwright Center 339		HED 207 - 02 Lecture 11:00AM - 12:25PM Cartwright Center 339		
12:05PM						

To see it on the list view, you will need to use the filters to include the **Show Waitlisted Classes**.



▼ **Class Schedule Filter Options**

Show Enrolled Classes

Show Dropped Classes

Show Waitlisted Classes

Filter

### Things to remember about the wait list:

- a. The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. For example, wait list position #1 will be registered before position #2, **as long as no errors occur** during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).
- b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.
- c. If you are successfully enrolled through the wait list process, you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.
- d. If an error occurs preventing your enrollment (see the FAQs for examples), you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.
- e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.
- f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the **FAQs** for more tips and tricks, including how to register with an override if you are on the wait list.