

# Add to a Wait List in Schedule Planner

## - Without a Swap -

1. Open Schedule Planner and set your **Course Status** filter to **Open and Full** to get all courses. Schedule Planner does not show closed classes in the search results when the filter is set to Open Classes only.
2. Find the class you want following the **Search for Classes in Schedule Planner** directions and add to your Course lists on Build Schedule page.

### Tip: How to figure out if class has a waitlist on the Build Schedule page

- Go to Add Course section and search for course.
  - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left or doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

<input checked="" type="checkbox"/>	Subject	Course	Title	Instructor	Class #	Section	Seats Open	Waitlist Seats Open	Credits	Instruction Mode	Day(s) & Location(s)	Dates
<input checked="" type="checkbox"/>	<a href="#">i</a> ACC	222	Accounting Principles II	Noel Wilbur	1008	01	0	15	3	In Person	MWF 11:00am - 11:55am - Wimberly 228	09/04/2024 - 12/11/2024

**Title:** Accounting Principles II  
**Instructor:** Noel Wilbur  
**Class #:** 1008  
**Section:** 01  
**Waitlist Enrollment:** 15  
**Waitlist Seats Open:** 15  
**Credits:** 3  
**Instruction Mode:** In Person  
**Session:** Regular Academic Session  
**Component:** LEC  
**Description:** Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.  
**Textbook:** [View Books to Buy](#)

**Notes:** This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.

**Day(s) & Location(s):**  
MWF 11:00am - 11:55am - Wimberly 228  
**Dates:** 09/04/2024 - 12/11/2024

**Consent:** No Special Consent Required  
**Drop Consent:** No Special Consent Required  
**Prerequisite Enrollment Requirement:** Prerequisite: ACC 221 completed with a grade of "C" or better.

3. Click Generate Schedules and review until you find the right one. Click View.
4. Once you have selected the potential schedule, click **Send to Shopping Cart**.

Build Schedule Shopping Cart (1) Current Schedule (5) Help Sign out

## Potential Schedule for Fall 2024

Back Print Email Validate **Send to Shopping Cart** Schedule 1 of 3

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
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5. As you add to the shopping cart, each section with an available waitlisted seat will show up with a "Waitlist?" option. Checkmark the **Waitlist?** box and click **Finish**.

**Before you add this to your cart...**

Set your class preferences below.  
Don't worry, you can change them later if you need to.

Cancel **Finish**

**RGS-100 02** (1 of 1)

Wait List?

Class #: 1456  
Title: Race/Gender/Sexlty/Class (ES)  
Subject: RGS  
Course: 100  
Section: 02  
Component: LEC  
Waitlist Seats Open: 5  
Session: Regular Academic Session  
Instructor: Richard BreauX  
Day(s) & Location(s):

*Tip: Use the SWAP feature in your WINGS Student Center to get on a waitlist if you want the system to drop you from a different class if a seat opens up in this one. See **Swapping onto a Waitlist in Schedule Planner**.*

6. Click **Register** and proceed through the registration steps.

Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	1456	RGS	100	02	0	5	MWF 8:50am - 9:45am - Centennial 1401 1401	09/04/2024 - 12/11/2024	3	In Person
									3	

7. Review your results.

a. If successful, you will receive a message with a position number (#1 being highest).

**Registration Results**

**⚠** You are not registered for the following courses.

RGS-100, 02, Richard Breaux

- Waitlist: You have been placed on the waitlist. Class 1456 is full. You have been placed on the wait list in position number 1.

OK

b. If you forgot to check the waitlist box, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a waitlist. See step 5 above.

ART-162, 02, Joshua Doster

- Class 3634 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.

- c. A waitlist may not have been available when you first added the class to your shopping cart. If you are registering and are not able to get in because it is closed, return to your **Shopping Cart** and click **Edit Cart** to see if the section has waitlist as an option. **If the section has a waitlist with seats available**, the **Waitlist?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

## Edit Shopping Cart for Fall 2024

Cancel Save

Course	Section	Class Settings	Actions
ACC-222	08	<input checked="" type="checkbox"/> Wait List?	<input type="checkbox"/> Remove from Cart
GEO-110	02		<input type="checkbox"/> Remove from Cart

8. The waitlisted class will display in your class schedule, under the **Current Schedule** tab, with a status of **Waitlisted**.

## My Current Schedule for Fall 2024

Email Swap Drop Classes Print

Enter Class #

Register

Add "\*" comma for multiple adds (e.g., 1234, 1200)

Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Enrolled	4199	MTH	150	15	MTWTh 2:15pm - 3:10pm - Centennial 3105 3105	09/03/2024 - 12/11/2024	4	In Person
Wait Listed	1456	RGS	100	02	MWF 8:50am - 9:45am - Centennial 1401 1401	09/04/2024 - 12/11/2024	3	In Person
Wait Listed	1345	SPA	202	01	MTWTh 11:00am - 11:55am - Centennial 1403 1403	09/03/2024 - 12/11/2024	4	In Person
							11	

See the **Swapping onto a Waitlist in Schedule Planner** section for directions on how to swap with a waitlist. See the **Waitlist FAQs** for more information about how waitlists work.