## Add to a Wait List in Schedule Planner

## - Without a Swap -

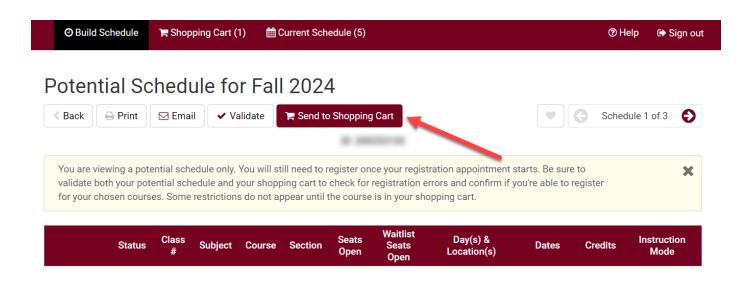
- 1. Open Schedule Planner and set your **Course Status** filter to **Open and Full** to get all courses. Schedule Planner does not show closed classes in the search results when the filter is set to Open Classes only.
- 2. Find the class you want following the **Search for Classes in Schedule Planner**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

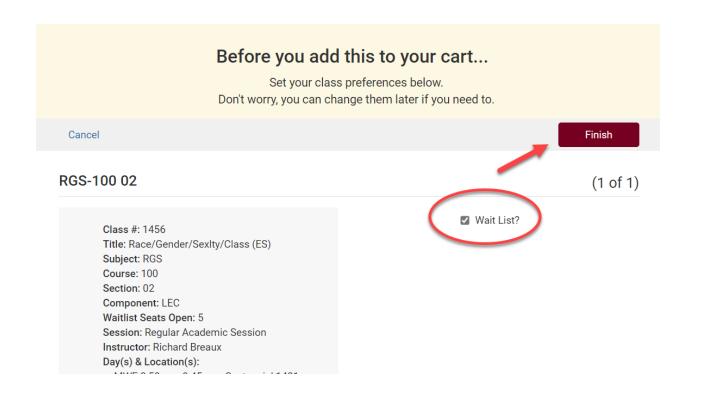
- Go to Add Course section and search for course.
  - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called Waitlist Seats Open indicating the number of waitlisted seats available. If the course has no waitlist seats left <u>or</u> 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.

<b>~</b>	Subject	Course	Title	Instructor	Class #	Section	Seats Open	Waitlist Seats Open	Credits	Instruction Mode	Day(s) & Location(s)	Dates	
<b>~</b>	ACC	222	Accounting Principles II	Noel Wilbur	1008	01	0	15	3	In Person	MWF 11:00am 11:55am - Wimberly 228	-	
<	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							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					
	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						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**.

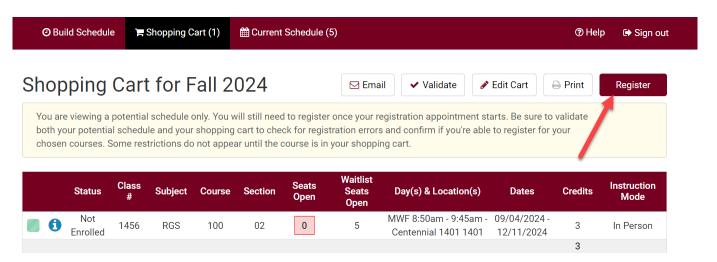


5. As you add to the shopping cart, <u>each section with an available waitlisted seat</u> will show up with a "Waitlist?" option. Checkmark the **Waitlist?** box and click **Finish**.

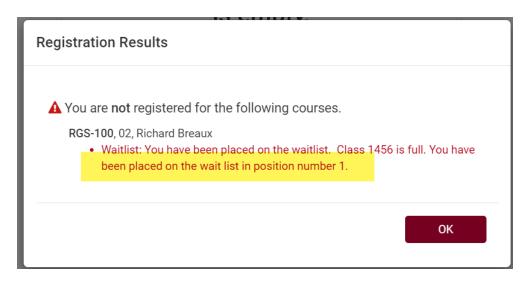


<u>Tip:</u> Use the SWAP feature in your WINGS Student Center to get on a waitlist if you want the system to drop you from a different class if a seat opens up in this one. See **Swapping onto a Waitlist in Schedule Planner.** 

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



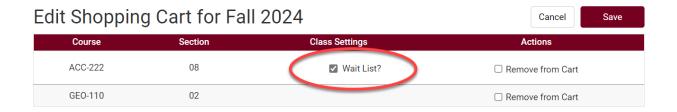
- 7. Review your results.
  - a. <u>If successful</u>, you will receive a message with a position number (#1 being highest).



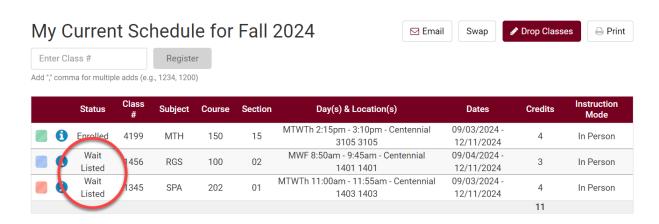
b. <u>If you forgot to check the waitlist box</u>, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a waitlist. See step 5 above.

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.



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



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.