

If you want to waitlist for a class using Schedule Planner, first change the Course Status filter from open to open and full with waitlist open.

Then when you Generate Schedules, your available schedules will now include classes that are waitlisted. Closed classes will have a red box showing that no seats are open. You can then see how many are already on the waitlist and how many spots are available to waitlist.

When you find the schedule you want with waitlisted class, click Send to Shopping Cart.

Check the waitlist button and click on Finish this will add the class to your shopping cart. Click on Register and Continue to complete adding yourself to the waitlist. You will receive a confirmation letting you know you have been added to the waitlist and in what position.

If you are enrolled in one section of a class and want to waitlist for another section, you will need to use the swap classes from within your student center.

Select the term.

Select the class you are currently enrolled in and then search for that class using the class search. Uncheck the show open classes only box, and search, so that your search results will include waitlist only courses, indicated by the yellow triangle. Click Select. Check the Waitlist if full box and Next. Click finish Swapping. You will get a notification showing your waitlist position number.

When you view your class schedule, you will see that you are still enrolled in the original section and waitlisted for the one you want to move to. When the waitlist process runs if a seat is available it will register you in the waitlisted section and drop you from your currently enrolled section.