

Wait List in WINGS

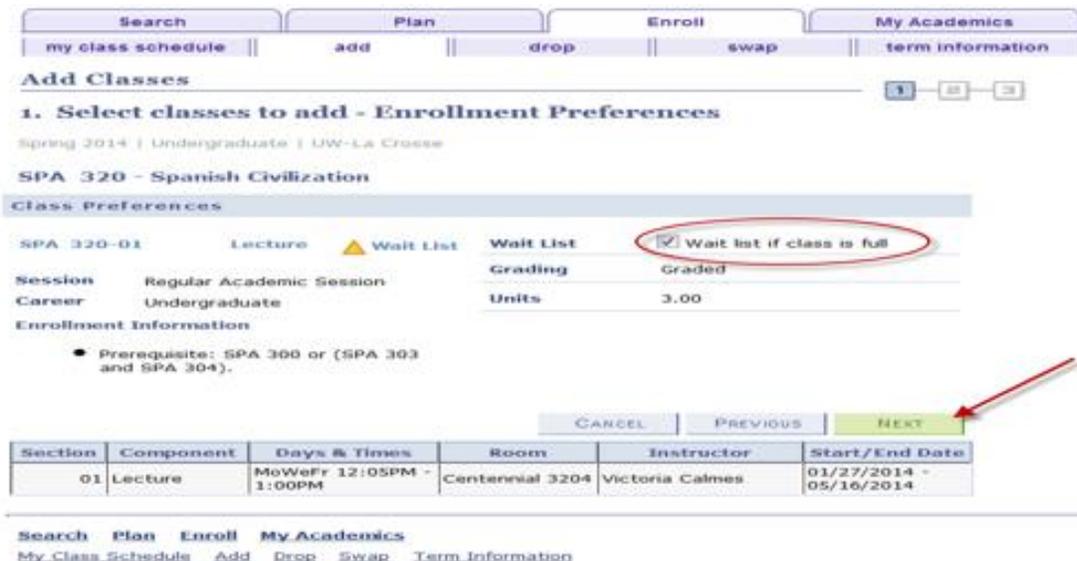
Students may choose to be added to a wait list for a closed class. The status of the class will indicate if the class has the wait list option. Not all classes will have a wait list available.



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

Class Availability			
Class Capacity	31	Wait List Capacity	5
Enrollment Total	31	Wait List Total	0
Available Seats	0		

- To add yourself to the wait list, select the wait listed class section. Click the class link to check the box for “Wait List if class is full.” Proceed through the enrollment steps. You must meet all class prerequisites to get on the wait list.



The screenshot shows the 'Add Classes' section of the WINGS interface. Under '1. Select classes to add - Enrollment Preferences', the class 'SPA 320 - Spanish Civilization' is selected. The 'Class Preferences' section shows 'SPA 320-01' with a 'Wait List' status and a checked box for 'Wait list if class is full'. Below this, the 'Enrollment Information' section lists prerequisites: 'Prerequisite: SPA 300 or (SPA 303 and SPA 304)'. At the bottom, a table shows the class details, and a red arrow points to the 'NEXT' button.

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 12:05PM - 1:00PM	Centennial 3204	Victoria Calmes	01/27/2014 - 05/16/2014

- Once on the waitlist, you will get a position number (#1 for the first person, # 2 for the second, etc...) If the wait list is full, the message will indicate that. You would need to check back later to add yourself to the wait list.

Search Plan Enroll My Academics

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:

Spring 2014 | Undergraduate | UW-La Crosse

Success: enrolled Error: unable to add class

Class	Message	Status
PSY 241	Message: Class 2553 is full. You have been placed on the wait list in position number 1.	✓

My CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Term Information

- The wait listed class will be displayed on your class schedule, however, it will be noted with a status of “waiting.”
- You may wait list a class that has a time conflict with your current class schedule, but to do so you must use the **SWAP** feature to drop the conflicting class when adding the wait listed class. You may also use the SWAP feature to drop/add two different sections of the same course. You must be enrolled in the class you plan to drop **before** you attempt the SWAP transaction. You will not be dropped from the enrolled class unless you are moved off the wait list into the requested class.
- Placing yourself on a wait list does not imply or guarantee enrollment in the class. You must verify the class status on your schedule. Some departments or faculty members may use criteria other than wait list position to determine who should be enrolled in the class. They may issue overrides (class permissions) to students they choose to enroll.
- The automated wait list process will run at 11:00 am and 4:00 pm every day before the first day of class. If enrollment opens, the wait list process will automatically register students from the wait list on a first come, first serve basis. Students will be registered into the wait listed class if no errors occur during wait list processing (time conflict, hold on your record, not exceeding maximum credit load, etc...) If you are successfully enrolled through the wait list automated process, the class status will change to enrolled and you will receive an email indicating you are enrolled. If you have a time conflict or other error preventing your enrollment, the process will enroll the next eligible student on the list. You will remain on the list in the same position, but 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.
- Once the term begins, the waitlists are purged and you will need to request an override (class permission) from the instructor if you still wish to enroll in the class.