

Wait Lists in Schedule Planner

1. Not all classes have a wait list. To determine if a closed class has a wait list, make sure you have the **Course Status filter** set to view both **Open and Full** classes.
2. Then pick a specific section by adding the course and using the  **Options** to view all the sections of a course. Click the blue information icon. Or generate a schedule with that section, click the **View** button next to one of them. Click the blue information icon.
 - a. If the course has a wait list with spots open, the **Waitlist Open** field will show how many spots are still available. It will not show up if the wait list is full.
 - b. If there are already students on the wait list, the **Waitlist** field will appear, indicating the number of students already on the wait list. It will not show up if there is no one on the wait list yet.

Plan Schedule Shopping Cart (2) Current Schedule (0) Text Only Help Sign out

Back Print Email Validate Send to Shopping Cart

You are viewing a potential schedule only and you must still register.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits
Not Enrolled	3634	ART	162	02	0	TTh 11:00am - 1:30pm - Arts 207 207	01/28/2020 - 05/07/2020	3
<p>Title: Drawing Foundations Component: LEC Instructor: Joshua Doster Waitlist: 1 Waitlist Open: 9</p> <p>Description: Drawing foundations introduces the student to a studio-based approach to the visual arts. Students in this course will learn to use and explore the descriptive and expressive characteristics of various drawing media (both dry and liquid media). Students will also use close observation and analysis of visual experience. The course is primarily a study of perceptual observation, the materials and methods of drawing being the vehicle for investigation and interpretation. Lect. 1, Studio 4. Textbook: View Books to Buy</p>						<p>Day(s) & Location(s): TTh 11:00am - 1:30pm - Arts 207 207 Dates: 01/28/2020 - 05/07/2020</p> <p>Notes: This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details. Consent: No Special Consent Required Drop Consent: No Special Consent Required</p>		

3. To add yourself to the wait list, add the course to your Shopping Cart by clicking **Send to Shopping Cart**.

The screenshot shows a navigation bar with 'Plan Schedule', 'Shopping Cart (2)', and 'Current Schedule (0)'. Below the bar are buttons for 'Back', 'Print', 'Email', 'Validate', and 'Send to Shopping Cart'. A red arrow points to the 'Send to Shopping Cart' button. A yellow notification bar states: 'You are viewing a potential schedule only and you must still register.' Below this is a table with the following data:

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits
Not Enrolled	3634	ART	162	02	0	TTh 11:00am - 1:30pm - Arts 207 207	01/28/2020 - 05/07/2020	3

4. **Each section that has a wait list with a seat available** will show up with a "Wait List?" option. Checkmark the **Wait List?** box and click **Finish**.

The dialog box contains the text: 'Before you add this to your cart... Set your class preferences below. Don't worry, you can change them later if you need to.' At the bottom are 'Cancel' and 'Finish' buttons. A red arrow points to the 'Finish' button. Below the dialog box, the course details for 'ART-162 02 (1 of 1)' are shown, including a checked 'Wait List?' checkbox.

ART-162 02 (1 of 1)

Wait List?

Title: Drawing Foundations
Subject: ART
Course: 162
Section: 02
Component: LEC
Session: Regular Academic Session
Instructor: Joshua Doster
Day(s) & Location(s):
TTh 11:00am - 1:30pm - Arts 207 207
Dates: 01/28/2020 - 05/07/2020

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.

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

Plan Schedule Shopping Cart (3) Current Schedule (0) Text Only Help Sign out

Shopping Cart

Email Validate Edit Cart Register

Subject	Course	Section	Component	Day(s) & Location(s)
ART	162	02	LEC	TTh 11:00am - 1:30pm - Arts 207 207

6. If you missed checking the wait list box the first time, you can return to your **Shopping Cart** and click **Edit Cart**.

- a. If the section has a wait list with seats available, the **Wait List?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

Edit Shopping Cart

Cancel Save

Course	Section	Class Settings	Actions
ART-162	01	<input checked="" type="checkbox"/> Wait List?	<input type="checkbox"/> Remove from Cart
CST-322	01		<input type="checkbox"/> Remove from Cart
GEO-200	411		<input type="checkbox"/> Remove from Cart

7. Review your results.

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

✔ You have been successfully registered for the following courses.

ART-162, 02, Joshua Doster

- Success: This class has been added to your schedule. Class 3634 is full. You have been placed on the wait list in position number 1.

- b. If you forgot to check the wait list box, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a wait list. 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.

8. The wait listed class will display in your class schedule, under the **Current Schedule** tab, with a status of **Wait Listed**.

My Current Schedule

 Edit or Drop Classes

Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions
 Wait Listed	ART	162	02	LEC	TTh 11:00am - 1:30pm - Arts 207 207	<input type="checkbox"/> Drop

Things to remember about the wait list:

- 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.).
- 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.
- 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**.
- 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.
- 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.
- 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.