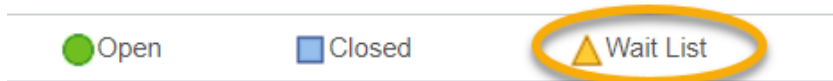


# Add to a Waitlist in WINGS Student Center

- Without a swap -

To register onto a waitlist through WINGS:

1. Find the class you want following the Search for Classes in WINGS directions. If the class is closed **and** has a waitlist, the status of the class will have the yellow triangle waitlist indicator.



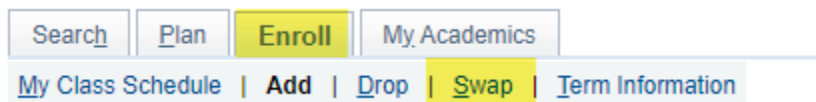
You can determine the waitlist capacity by clicking on the class link in the Class Search.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1345	01-LEC Semester	MoTuWeTh 11:00AM - 11:55AM	Centennial 1403	Staff	09/03/2024 - 12/11/2024	▲	Select

Class Availability	
Class Capacity	25
Enrollment Total	25
Available Seats	0
Wait List Capacity	5
Wait List Total	0

*Tip: Go to the **Swap** page under the **Enroll** tab in your WINGS Student Center to set up the waitlist for your first choice to drop you from your backup class if a seat opens up. See later directions for how to swap onto a waitlist.*



2. When no swap set up is needed, click **Select**.


1 class section(s) found							
SPA 202 - Spanish Language and Cultures in Action II							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1345	01-LEC Semester	MoTuWeTh 11:00AM - 11:55AM	Centennial 1403	Staff	09/03/2024 - 12/11/2024	▲	Select

3. On the **Select classes to add** screen, check the box for **Waitlist if class is full** and click **Next**.

## 1. Select classes to add - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse  
SPA 202 - Spanish Lang & Cultures II

**Class Preferences**

SPA 202-01      Lecture       Wait List      **Wait List**  Wait list if class is full

Grading: Grades      Units: 4.00

Session: Regular Academic Session  
Career: Undergraduate

**Enrollment Information**

- Prerequisite: SPA 201 or placement based on UW System Placement Test scores. Not open to students with credit in SPA 221.
- GE02 List 2: Logical Systems/Modern Language

Requirement Designation: GE02-2: Logical Systems/Lang

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoTuWeTh 11:00AM - 11:55AM	Centennial 1403	Staff	09/03/2024 - 12/11/2024

## 4. Proceed through the rest of the enrollment steps.

- Click Proceed to Step 2 of 3.
- Click Finish Enrolling.





## 5. View Results

- You must meet all class prerequisites to get on the waitlist. If the waitlist is full, you will get a red X and an error message explaining. You would need to check back later to add yourself to the waitlist.
- If successfully put on the waitlist, you will get a green check mark and a position number (#1 for the first person, # 2 for the second, etc...).

## 3. View results

View the following status report for enrollment confirmations and errors

Fall 2024 | Undergraduate | UW-La Crosse

 Success: enrolled	 Error: unable to add class	
Class	Message	Status
SPA 202	<b>Message:</b> General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.	
	<b>Message:</b> Class 1345 is full. You have been placed on the wait list in position number 1.	

The waitlisted class will be displayed in the Weekly Calendar view of your class schedule. It will be noted with a status of **Waiting**.

Show Week of		09/10/2024		Start Time		7:00AM		End Time		9:00PM	
Schedule											
Time	Monday Sep 9	Tuesday Sep 10	Wednesday Sep 11	Thursday Sep 12	Friday Sep 13						
7:45AM											
8:50AM											
9:25AM	MKT 309 - 02 Principles of Marketing Lecture 9:55AM - 10:50AM Wimberly Hall 212 Instructor: Terrance Gabel		MKT 309 - 02 Principles of Marketing Lecture 9:55AM - 10:50AM Wimberly Hall 212 Instructor: Terrance Gabel		MKT 309 - 02 Principles of Marketing Lecture 9:55AM - 10:50AM Wimberly Hall 212 Instructor: Terrance Gabel						
11:00AM	Waiting: SPA 202 - 01 Spanish Lang & Cultures II Lecture 11:00AM - 11:55AM Centennial Hall 1403 Instructor:	Waiting: SPA 202 - 01 Spanish Lang & Cultures II Lecture 11:00AM - 11:55AM Centennial Hall 1403 Instructor:	Waiting: SPA 202 - 01 Spanish Lang & Cultures II Lecture 11:00AM - 11:55AM Centennial Hall 1403 Instructor:	Waiting: SPA 202 - 01 Spanish Lang & Cultures II Lecture 11:00AM - 11:55AM Centennial Hall 1403 Instructor:							
		ART 102 - 05 Art Appreciation		ART 102 - 05 Art Appreciation							

To see it on the list view, you will need to use the filters to include the **Show Waitlisted Classes**.

**▼ Class Schedule Filter Options**

Show Enrolled Classes

Show Dropped Classes

Show Waitlisted Classes

**Important:** you can't swap courses after the tenth day of the semester on a full semester course. After that time, you will need instructor or advisor permission to drop the old course and instructor permission to add the new.

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.