

How Students can add themselves to a Waitlist

1. The class must show waitlist status in order for you to add yourself to the waitlist.

▼ MGMT 5966 - Staffing

View All Sections			
Section 01-LEC(30347)		Status ▲	select class
Session	Full Sem	Combined Section	
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 2:00PM - 2:50PM	Curriss Business Building 223	M Susan Wurtz	08/22/2011 - 12/09/2011

Note: If the class is closed , with no system waitlist, please contact the Department for further instruction.

2. Click the **Select Class** button.
3. Before you click the **Next** button, ensure you check the **Wait list if class is full** checkbox.

MGMT 5966 - Staffing

Class Preferences			
MGMT 5966-01	Lect/Disc	<input checked="" type="radio"/> Open	Wait List <input checked="" type="checkbox"/> Wait list if class is full
Session	Full Semester	Grading	Graded
Career	Graduate	Units	3.00
		CANCEL	NEXT

4. Click the **Next** button.

Result: The class is added to your Shopping Cart.

✔ MGMT 5966 has been added to your Shopping Cart.

FALL 2011 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 5137-01 (33674)	MoWeFr 10:00AM - 10:50AM	McCullum Science Hall 101	C. Thurman	3.00	▲
<input type="checkbox"/>	MGMT 5966-01 (30347)	MoWeFr 2:00PM - 2:50PM	Curriss Business Building 223	M. Wurtz	3.00	▲

5. Click the **Proceed to Step 2 of 3** button.
6. Confirm the class by clicking the **Finish Enrolling** button.

Class	Message	Status
MGMT 5966	Message: Class 30347 is full. You have been placed on the wait list in position number 1.	✔

Note: Review the Course Catalog description or contact the Department for specific wait list policy information.