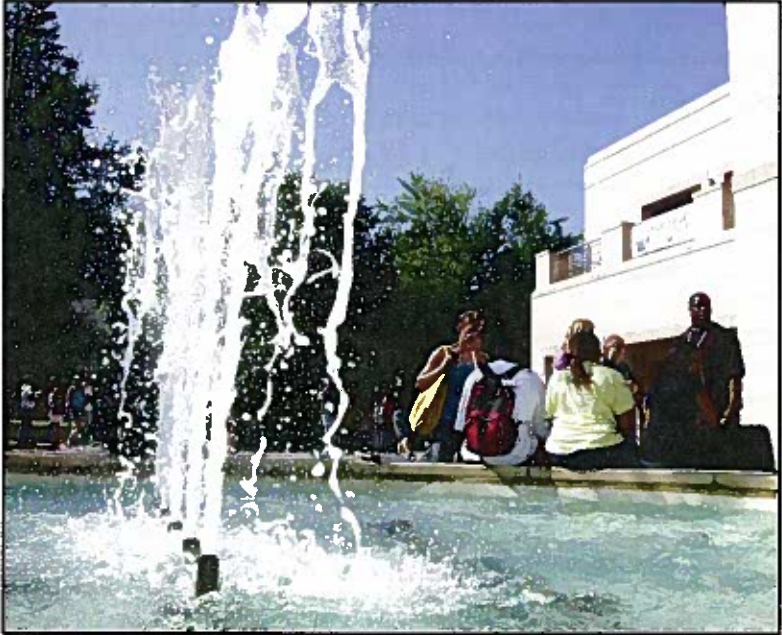




# *Wait List*



## **Registrar's Office**

146 Silas Hunt Hall

(479) 575-5451

<http://registrar.uark.edu/>

my class schedule class search add drop swap edit

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
Summer 2009	Graduate	The University of Arkansas
Fall 2009	Graduate	The University of Arkansas

CONTINUE

## Select Term

1. Navigate to **Add** from Student Center.
2. Select **Term**, if multiple terms are listed.

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2009 | Graduate | The University of Arkansas [change term](#)

Add a class using one of the following:

Search for Class  Search for Classes

OR

Enter Class Nbr

## Select Classes to Add

4. Change **Term** if necessary
5. Select **Search for Classes** from drop-down menu and click [SEARCH](#)
- OR
6. Input the class number in the **Enter Class Nbr** and click [enter](#)

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

The University of Arkansas | Summer 2009

Class Search Criteria

Course Subject [select subject](#) math

Course Number is exactly 1203

Course Career Undergraduate

Campus Univ of Ark, Fayetteville

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

[CLOSE](#) [CLEAR CRITERIA](#) [SEARCH](#)

## Search for Classes-part 1

7. Input **Course Subject** and **Course Number** information.
8. Make sure the **Show Open Classes Only** checkbox is *unchecked*.
9. Click [SEARCH](#)

When available, click View All Sections to see all sections of the course.

The University of Arkansas | Summer 2009

The following classes match your search criteria: Course Subject: Mathematics, Course Number is exactly 1203, Course Career: Undergraduate, Show Open Classes Only: No, Campus: Univ of Ark, Fayetteville

[Close](#) [Close](#) [Add to Cart](#) [Close](#) [START A NEW SEARCH](#)

MATH 1203 - College Algebra (F.A., Sr., So.)

View All Sections [Print](#) 1-2 of 2 [Close](#)


Section 211-14C/2491 Status [Add to Cart](#)

Session: Six Wk 1

Days & Times	Room	Instructor	Enrollment Dates
MTWThF 12:30PM - 1:30PM	516 Comp Lab SCEN 0212	Randy January	5/18/2009 - 6/26/2009

## Search for Classes-part 2

Review the list of classes.

All classes that display  indicate the class is full, but **Wait List** is available.

10. Click [select class](#) to add the desired section.

## Add Classes

### 1. Select classes to add - Enrollment Preferences

Summer 2009 | Undergraduate | The University of Arkansas

MATH 1203 - COLLEGE ALGEBRA

#### Class Preferences

MATH 1203-012 Lecture  Wait List  Wait List  Wait list if class is full

Session: Six Week - Second

Career: Undergraduate

Enrollment Information

Permission Nbr:

Grading: Graded

Units: 3.00

\* Prerequisite: MATH 0003 with a grade of C or a score of 22 on the Math component of the ACT exam.

Requirement Designation: University Core Mathematics

CANCEL NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
012	Lecture	MoTuWeThFr 7:30AM - 8:30AM	Sp Comp Lab SCEN 0211	Deborah Korth	6/29/2009 - 8/7/2009

#### Summer 2009 Enrollment Shopping Cart

Open  Closed  Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	MATH 1203-012 (2760)	COLLEGE ALGEBRA (Lecture)	MoTuWeThFr 7:30AM - 8:30AM	Sp Comp Lab SCEN 0211	D. Korth	3.00	

View All Classes in Cart First 1 of 1 Last

13 PROCEED TO STEP 2 OF 3

#### My Summer 2009 Class Schedule

You are not registered for classes in this term.

my class schedule

class search

add

drop

swap

edit

## Add Classes

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2009 | Undergraduate | The University of Arkansas

Open  Closed  Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
MATH 1203-012 (2760)	COLLEGE ALGEBRA (Lecture)	MoTuWeThFr 7:30AM - 8:30AM	Sp Comp Lab SCEN 0211	D. Korth	3.00	

CANCEL PREVIOUS FINISH ENROLLING

### Select Wait List-part 1

Review your selected classes.

11. Click the **Wait List if class is full** checkbox.

12. Click **NEXT >**

### Select Wait List-part 2

Review your selected classes.

13. Click **PROCEED TO STEP 2 OF 3**

### Confirm Classes

Confirm your selected classes in this step to complete the process.

14. Click **FINISH ENROLLING**

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Summer 2009 | Undergraduate | The University of Arkansas

Success: enrolled     
  Error: Unable to add class

Class	Message	Status
MATH 1203	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
	Message: Class 2484 is full. You have been placed on the wait list in position number 2.	✓

**15** [MY CLASS SCHEDULE](#)

## View Results

Review the status report for confirmations and error messages.

15. Click [MY CLASS SCHEDULE](#) to view the classes on your current schedule.

Class Schedule Filter Options

Show Enrolled Classes   
  Show Dropped Classes   
  Show Waitlisted Classes   
 [Filter](#)

HIST 2383 - ARKANSAS & THE SOUTHWEST						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
6402	011	Lecture	MoTuWeThFr 10:30AM 12:30PM	Old Main Classroom 0417	Matthew Byron	6/1/2009 7/2/2009

MATH 1203 - COLLEGE ALGEBRA						
Status	Waitlist Position	Units	Grading	Grade	Requirement Designation	Deadlines
Waiting	<b>16</b>	2	3.00 Graded		University Core Mathematics (Taken)	
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
2484	011	Lecture	MoTuWeThFr	Sp Comp Lab	Randy Jenuan	5/18/2009 8/4/2009

## View Your Class Schedule

16. Notice in this example that the MATH 1203 class is added with a **Status of Waiting** and a **Waitlist Position of 2**. This indicates you are the second person on the wait list.

When an opening becomes available and the waitlist process runs, the class will be added to your schedule.

## Important Information

- There is a maximum limit of five students per class placed on the Wait List.
- The hours for any waitlisted class added to your schedule are included in your total hours available to enroll. However, these hours are not included for enrollment verification or billed until the status changes to *enrolled*.
- Be aware that waitlisted classes can limit your ability to add another class to your schedule.
- If you change your mind, you **MUST** drop the waitlisted class just as you would an *enrolled* class. After the waitlisted class is dropped, it will no longer appear on your class schedule.