COURSE SCHEDULING: ENABLE WAIT LIST FOR A SECTION

Wait List is a queue of spots for selected classes that allows eligible students to attempt to enroll in the class as seats open. Students are not guaranteed a seat in the class and should not expect to be enrolled by Wait Listing in a class. This instruction guide will walk you through the process of enabling waitlist for an existing course section.
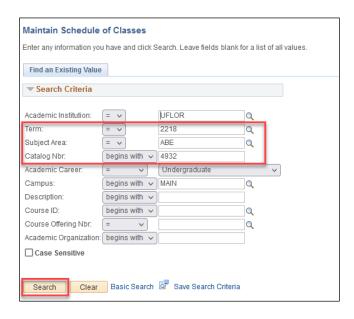
NAVIGATION

Use the following navigation to navigate to the Maintain Schedule of Classes page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Schedule of Classes**
6. Click **Maintain Schedule of Classes**

PROCESS

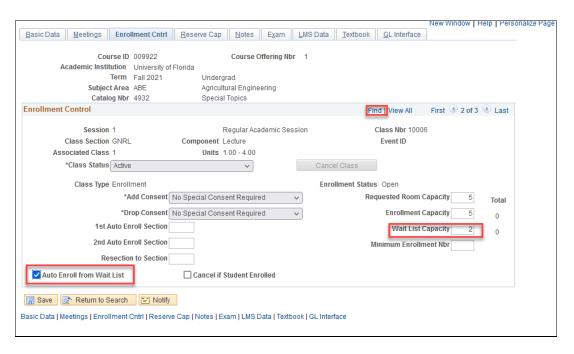Use the following steps to use the closed course override:

1. Enter the **Term**. If you do not know the term number, use the magnifying glass icon to search for the term.
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Click the **Search** button

5. Click the **Enrollment Cntrl** tab

6. Click **Find** to search for your class number

7. Enter the **Wait List Capacity** or update **Waitlist Capacity**
8. Check **Auto Enroll from Wait List**
    - **Note:** If Auto Enroll from Wait List is not checked the system will allow students not on the wait list to get the seat before students on the Wait List if a seat becomes available
9. Click **Save**

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures
Office of the University Registrar
352-392-1374
registrar.ufl.edu