ONE.UF: STUDENT VIEW OF Add to Waitlist

This instruction guide will walk you through the process a student goes through in order to waitlist for courses in ONE.UF.

NAVIGATION

Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click LOG IN
3. Click Log in with GatorLink
4. Enter GatorLink Username and Password
5. Click the LOG IN button

PROCESS

Students will use the following steps to add to Waitlist:

1. Click REGISTER/VIEW SCHEDULE.
2. Click the View Schedule button.

3. Click + Add Course.
4. In most cases, the Course Search panel will be open by default. However, if it is not open, you can open it by clicking the Course Search floating action button.

5. Enter filter criteria as desired. Click SEARCH.
6. Classes with the specified criteria will display. Click the **desired course** to see the available offerings.

7. If seats are not available, click the **+ Add to Wait List** next to the desired offering.

- **Note:** If the Wait List icon is not visible the offering does not have a wait list for this term.
- **If the Wait List is full the icon will appear as 'Wait List: 5 (Full)’**
8. Click the **Add to Wait List** button.

9. The student now has been added to the course waitlist. Click the **View Schedule** button.
10. The student’s schedule displays. The class just added to a Wait List appears at the end of the list of Wait-Listed Classes.

<table>
<thead>
<tr>
<th>Class</th>
<th>Instructor</th>
<th>Credits</th>
<th>Grading Basis</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG2000 - Principles of Sociology</td>
<td>Martina Speranza</td>
<td>3</td>
<td>Letter Grade</td>
<td>--</td>
</tr>
<tr>
<td>CHM1025 - Introduction to Chemistry</td>
<td>Abigail Held</td>
<td>2</td>
<td>Letter Grade</td>
<td>12/11/2021 @ 10:00 AM - 12:00 PM</td>
</tr>
</tbody>
</table>

For Frequently Asked Questions Related to Wait List visit: [https://registrar.ufl.edu/registration/waitlist](https://registrar.ufl.edu/registration/waitlist)

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**
Office of the University Registrar
352-392-1374
[registrar.ufl.edu](http://registrar.ufl.edu)