Objective

In this tutorial you will learn how to add your name to the wait list for a class.

Follow these steps:
1) Add a wait listed class to your Shopping Cart
2) Move a wait listed class to your Schedule

Note: You may be automatically enrolled in the wait listed class.
Wait list

A wait list is a series of student names. The names represent students who are waiting to be enrolled into a class that has reached capacity in PAWS.

Some Schools/Colleges use the automated wait list functionality.

If wait list is being used, you will have the option to select wait list when enrolling in classes.

When your name is on the wait list you are not enrolled in the class. However, when a spot becomes available, you will automatically be enrolled in the class if:

1) You have no time conflicts
2) Maximum term credit load has not been reached
3) Repeats are not a problem
4) Department uses auto-enroll
5) You are not enrolled in another section of class

When enrolling in classes.
Wait list
A time conflict means you have no other existing PAWS class scheduled in the same time frame (day of week and time).

Maximum number of wait list credits are assigned for each term at UWM. These credits are subject to change without notice.

Allowed maximum number of wait list credits for:

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter/M</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGRD</td>
<td>15</td>
<td>12</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>GRAD</td>
<td>15</td>
<td>15</td>
<td>16</td>
<td>3</td>
</tr>
</tbody>
</table>

Slide 9
Slide notes: Click to add notes for the selected slide
Text Captions: Wait list
A time conflict means you have no other existing PAWS class scheduled in the same time frame (day of week and time).
Maximum number of wait list credits are assigned for each term at UWM. These credits are subject to change without notice.
Allowed maximum number of wait list credits for:

Slide 10
Slide notes: Click to add notes for the selected slide
Text Captions: Wait list
A problem with a repeatable course would mean you have taken the course twice before and this enrollment counts as your "Third Repeat" of the course.
Third Repeats require a department to administratively add you to the class in PAWS using "Permit to Repeat" text.

Slide 11
Slide notes: Click to add notes for the selected slide
Text Captions: Select Enroll to register for a class.

Slide 12
Slide notes: Click to add notes for the selected slide
Text Captions: Select the method to Add/Search for a class.
Slide 13
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Enter Class Nbr will be used.

Slide 14
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enter button.

Slide 15
Slide notes: Click to add notes for the selected slide
Text Captions: The Course, Catalog Number, Title, and Section appear.
Note: Because Bus Adm 100 is a multi-part class, PAWS requires selection of a Discussion section.
Notice this page shows the Wait list icon for Section 601.

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: You may need to scroll down.
Slide 17
Slide notes: Click to add notes for the selected slide
Text Captions: A Status of Wait list means that the class is full.
Note: You can still select the Class Nbr and wait for an opening in that Class Section.

Slide 18
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Section 602 will be selected.

Slide 19
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button.

Slide 20
Slide notes: Click to add notes for the selected slide
Text Captions: The Enrollment Preferences page displays.
Note: Wait list has been turned on for this particular class.
Slide 21
Slide notes: Click to add notes for the selected slide
Text Captions: To be added to the wait list, select the "Add me to the wait list if class is full" checkbox.

Slide 22
Slide notes: Click to add notes for the selected slide
Text Captions: Note: Just because the option appears does not mean the class is full.

Slide 23
Slide notes: Click to add notes for the selected slide
Text Captions: Check the status of the class on this page.

Slide 24
Slide notes: Click to add notes for the selected slide
Text Captions: Note: Multi-part classes will show the status for all sections.
Note: If the class status is Open (for all parts), there is no need to add yourself to the wait list.

This option means, if the class is full that your name will be added to the Wait list.

For this example, the “Add me to wait list if class is full” option will be turned on.

When the wait list checkbox is turned on, the Drop This class if Enrolled option displays.
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: When you select the drop down, a list of all currently enrolled classes will appear.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: You can select a class that you wish to drop, if the wait listed course opens up.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button.

Slide 32
Slide notes: Click to add notes for the selected slide
Text Captions: BUS ADM 100 has been added to the Shopping Cart.
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Add a wait listed class to your Schedule

Slide 34
Slide notes:
Text Captions: Once the enrollment period for the term has begun for you, move classes from the Shopping Cart to your Schedule.

Slide 35
Slide notes: Click to add notes for the selected slide
Text Captions: Notice the status for each class section.

Slide 36
Slide notes: Click to add notes for the selected slide
Text Captions: Important Note: Not enrolled in this class. This step only added the Wait listed class to the Shopping Cart.
Slide 37
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down to see the Class Schedule for the current term.

Slide 38
Slide notes:
Text Captions: To enroll for the wait listed class, select the class from the Shopping Cart.

Slide 39
Slide notes:
Text Captions: Select the Enroll button.

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: The status again shows Wait listed.
By enrolling in a Wait listed class, you are placing your name on the wait list if a seat becomes available in the class.

Select Finish Enrolling button.

This means you have been successfully enrolled to the Wait List.

It is very important to read messages on this page.
Text Captions: This student’s name has now been placed on the Wait list.

Text Captions: The Position Number is the order of your name on the Wait list.
If there are five names on the Wait list and your name is Position Number 2, this means there is one person’s name before you on the list.

Text Captions: Select the My Class Schedule button to confirm your schedule.

Text Captions: The My Class Schedule page will display. Filter will have Show Wait listed Classes turned on.
Add a Class to Waitlist  Revised

Slide 49
Slide notes:
Text Captions: The class, BUS ADM 100, appears with Status of Waiting.

Slide 50
Slide notes:
Text Captions: The Wait list Position Number also displays here.
Important Note: It is a good idea to check often the Status of Wait listed courses and Position Numbers.

Slide 51
Slide notes:
Text Captions: Reminder: When a space is available in the class, you will automatically be enrolled if:
Reminder: When a space is available in the class, you will automatically be enrolled if:
1) You have no time conflicts in PAWS
2) Maximum term credit load has not been reached
3) Repeats are not a problem
4) Department uses auto-enroll
5) You are not enrolled in another section of class

Slide 52
Slide notes: Click to add notes for the selected slide
Text Captions: Check Schedule to see if wait listed class has been added to your Schedule
Slide 53
Slide notes: Click to add notes for the selected slide
Text Captions: Notice that classes that are Wait listed status do not appear on this page.

Slide 54
Slide notes:
Text Captions: Select the Weekly Grid View to see your schedule in a grid format.

Slide 55
Slide notes: Click to add notes for the selected slide

Slide 56
Slide notes: Click to add notes for the selected slide
Text Captions: Use Previous Week or Next Week buttons to change the date range on the calendar.
In this tutorial you have learned how to add your name to the Wait list for a class.

You have seen how to:

1) Add a wait listed class to your Shopping Cart
2) Move a wait listed class to your Schedule

And you now know you may be automatically enrolled in the wait listed class.

Congratulations !!!
You have completed the
Add Class to Wait list
PAWS Tutorial
Slide 61
Slide notes: Click to add notes for the selected slide
Text Captions: Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue to:
* View another tutorial
* Sign into PAWS
* View PAWS Training Web site