

Starting with registration for Summer 2011 and Fall 2011 enhancements have been made to the waitlist process. Courses that offer a wait list are identified when you search for courses in the Pathway student center.

1. In the class search results, full-classes with a waitlist available will be identified with a yellow triangle.
2. To add yourself to the waitlist, you will follow the same steps as if you were enrolling for the class.
3. Click on the yellow select class button.

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my class schedule **class search** add drop swap edit

1 2 3

1. Select classes to add - Class Search Results

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

Univ of Missouri - Kansas City | 2011 Fall Semester

The following classes match your search criteria Course Subject: **Management**, Course Number is exactly '301', Show Open Classes Only: **No**

Open
 Closed
 Wait List

CLOSE START A NEW SEARCH

▼ **MGT 301 - Effective Business Communication**

First 1-4 of 4 Last

| | | | | |
|-------------------|---------------------------------|-------------------------|-----------------|---------------------|
| Section | 0001-LEC(44859) | Status | ▲ | select class |
| Session | Regular | Available Seats | 5 | |
| Location | On-Campus | Instruction Mode | Classroom Based | |
| Units | 3 units | | | |
| Attributes | Writing Intensive | | | |

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Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2011 Fall Semester | Undergraduate | Univ of Missouri - Kansas City

MGT 301 - Effective Business Communicati

Class Preferences

MGT 301-0001 Lecture Wait List **Wait List** Wait list if class is full

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- You must be a Business Administration (BBA) or Accounting major and have completed at least 45 credit hours to take this course.
- Writing Intensive

CANCEL NEXT

| Section | Component | Days & Times | Location | Instructor | Start/End Date |
|---------|-----------|------------------------|-----------------|--------------|------------------------|
| 0001 | Lecture | MoWe 11:00AM - 12:15PM | Bloch -Rm 00114 | Erin Blocher | 8/22/2011 - 12/16/2011 |

NOTES

Class Notes Note: Writing Intensive course. Prerequisite: Successful completion of the WEPT

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- Verify that you meet the requirements listed in the “Enrollment Information” section (if there are any requirements). You will not be able to add yourself to a waitlist if you do not meet the enrollment requirements.
- Check the “Wait list if class is full” box.
- Click the yellow Next button.

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Add Classes

1 2 3

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.

MGT 301 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

2011 Fall Semester | Undergraduate | Univ of Missouri - Kansas City change term

Add a class using one of the following:

Search for Class search

----- OR -----

Enter Class Nbr enter

▼ 2011 Fall Semester Enrollment Shopping Cart

PROCEED TO STEP 2 OF 3

Open
 Closed
 Wait List

| Delete | Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------|--------------------------------------|--|------------------------|-----------------|------------|-------|--------|
| | MGT 301-0001 (44859) | Effective Business Communicati (Lecture) | MoWe 11:00AM - 12:15PM | Bloch -Rm 00114 | | 3.00 | |

View All Classes in Cart | First ◀ 1 of 1 ▶ Last

PROCEED TO STEP 2 OF 3

▼ My 2011 Fall Semester Class Schedule

You are not registered for classes in this term.

7. The wait listed course is now in your enrollment shopping cart.
8. Click on the yellow Proceed to Step 2 of 3 button.



- If this is the first class you've added for the term, you will now be shown the **Statement of Financial Responsibility**. This is a legal document. When you click Agree and Continue, you indicate that you are aware of all the payment policies and procedures at UMKC. If you later decide that you do not wish to take classes at UMKC, *you must drop them before the semester begins to avoid any financial obligations.*

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Add Classes 1 2 3

2. Confirm classes

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

2011 Fall Semester | Undergraduate | Univ of Missouri - Kansas City

● Open
 ■ Closed
 ▲ Wait List

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------------------------------------|--|------------------------|-----------------|------------|-------|--------|
| MGT 301-0001 (44859) | Effective Business Communicati (Lecture) | MoWe 11:00AM - 12:15PM | Bloch -Rm 00114 | | 3.00 | ▲ |

[CANCEL](#)
[PREVIOUS](#)
[FINISH ENROLLING](#)

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- Click the yellow Finish Enrolling button.

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Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2011 Fall Semester | Undergraduate | Univ of Missouri - Kansas City

| ✔ Success: enrolled | ✘ Error: unable to add class | |
|--|---|--------|
| Class | Message | Status |
| MGT 301 | Message: Class 44859 is full. You have been placed on the wait list in position number 5. | ✔ |

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)

11. You will receive confirmation regarding whether you were placed on the wait list or not.
 - a. Green check mark = successfully added to the wait list. Your position number on the wait list will be displayed in the message.
 - b. Red X = you were *not* added to the wait list. The reason will be explained in the Message area.

Once you place yourself on a class wait list, the system will attempt to add you to the class if a space becomes available (this process runs once per day, if space becomes available other students will only be able to add themselves to the wait list until after the process runs). You will be notified via your UMKC email as to whether you were added to the class. If you wish to remove yourself from a wait list, follow the same procedure for dropping a class.

If the system encounters one or more registration errors when attempting to add you to the class, an e-mail notification will be sent providing the registration error the system encountered. The system will attempt to add the next person to the wait list, but you will not lose your position on the wait list. Please note that we are not currently able to report more than one registration error in the e-mail notification even if you have multiple registration issues. Possible registration errors:

- **Time Conflict:** If you are enrolled for another class at the same time as your waitlisted class, the automatic enrollment process will skip you.
- **Max hours exceeded:** If enrolling in the waitlisted class would put you over your term credit hour limit (17 hours for most undergraduate students), the automatic enrollment process will skip you.
- **Registration hold:** If you have a registration hold on your account, the automatic enrollment process will skip you.
- **Enrollment Requirement:** If you do not meet the enrollment requirement for the course. For example passing the appropriate math placement exam, the WEPT exam, or if you must be admitted into a specific major (Chemistry, Business, Nursing, etc.) to enroll in the course.

Wait list process



If you no longer wish to be enrolled in the class, you must drop the wait listed class via Pathway. Note that you are responsible for checking your schedule and dropping any classes you are not actually attending by the dates listed on the Academic Calendar.

Viewing your position on the wait list:

1. Navigate to Self Service > Student Center and click on the My Class Schedule link.
2. Select the term and click the yellow Continue button.
3. If you are on a waitlist, the Status will be Waiting and your Waitlist Position will be displayed. If you are in position 1, that means you are first on the list and will be first to be enrolled if space becomes available.

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my class schedule class search add drop swap edit

My Class Schedule

Select Display Option List View Weekly Calendar View

2011 Fall Semester | Undergraduate | Univ of Missouri - Kansas City change term

▼ Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes filter

| MGT 301 - Effective Business Communicati | | | | | | |
|--|----------------------|-----------|------------------------|-----------------|--|------------------------|
| Status | Waitlist Position | Units | Grading | Grade | Deadlines | |
| Waiting | 5 | 3.00 | Graded | | 34 | |
| Class Nbr | Section | Component | Days & Times | Location | Instructor | Start/End Date |
| 44859 | 0001 | Lecture | MoWe 11:00AM - 12:15PM | Bloch -Rm 00114 | | 8/22/2011 - 12/16/2011 |

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If you have not been automatically added to the class by the third day of the term, the only option for adding the class is getting special permission from the instructor. The instructor will need to sign-off on an [add/drop form](#) and you will need to bring it in-person to the Registration & Records office to add the course.