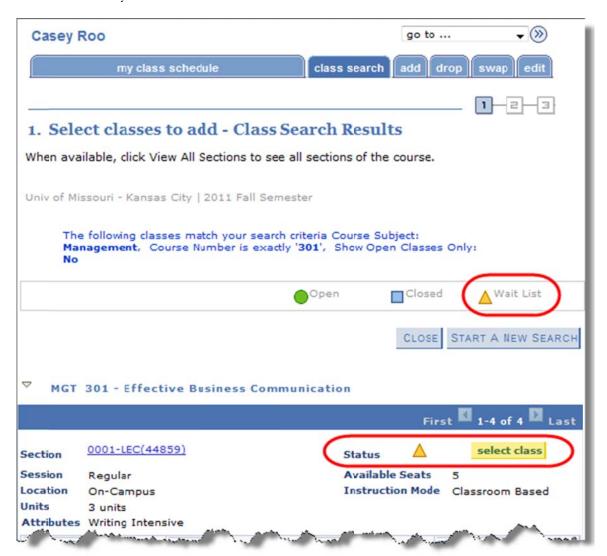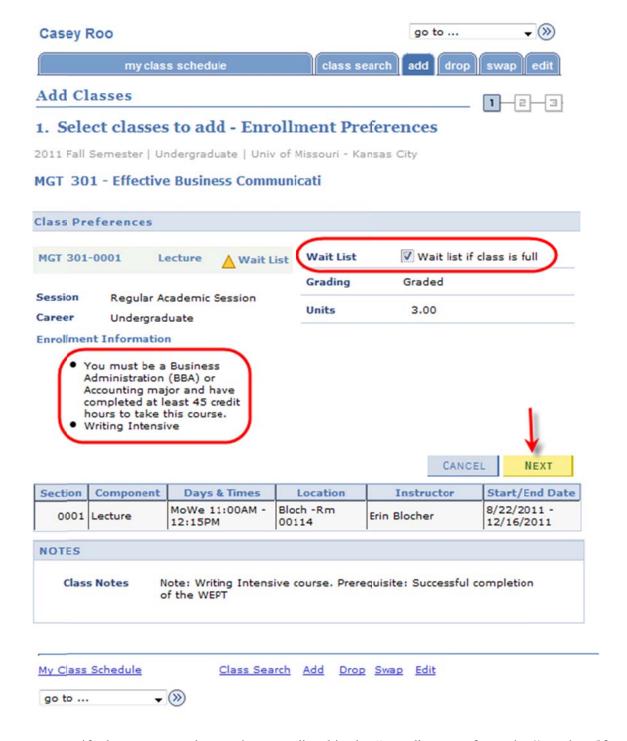Starting with registration for Summer 2011 and Fall 2011 enhancements have been made to the waitlist process. Courses that offer a wait list are identified when you search for courses in the Pathway student center.

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.
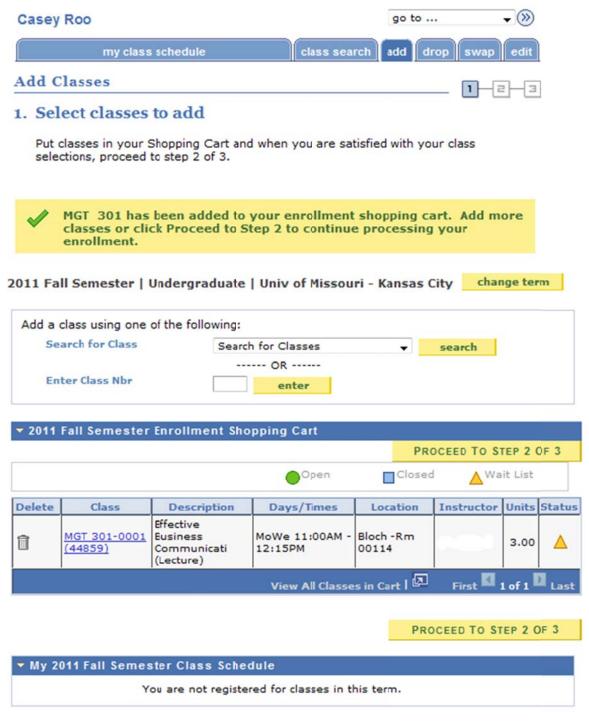3. Click on the yellow select class button.

Casey Roo   go to ...

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

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
Units	3.00

Session	Regular Academic Session
Career	Undergraduate

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

My Class Schedule   Class Search   Add   Drop   Swap   Edit

go to ...

4. 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.
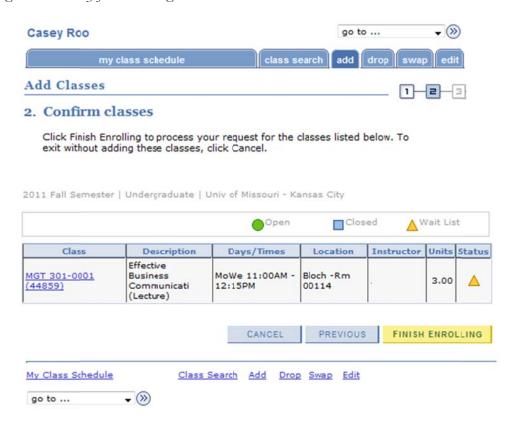5. Check the "Wait list if class is full" box.
6. Click the yellow Next button.

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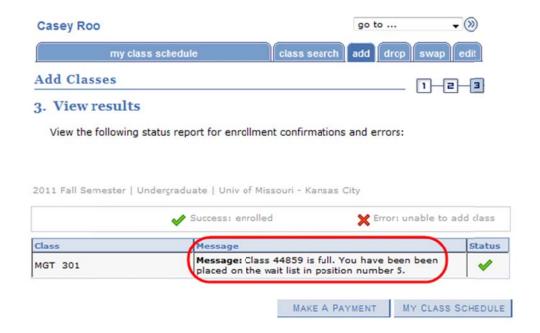8. Click on the yellow Proceed to Step 2 of 3 button.

9. 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.*

10. Click the yellow Finish Enrolling button.

Casey Roo   go to ...   ▼ 》

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

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 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.
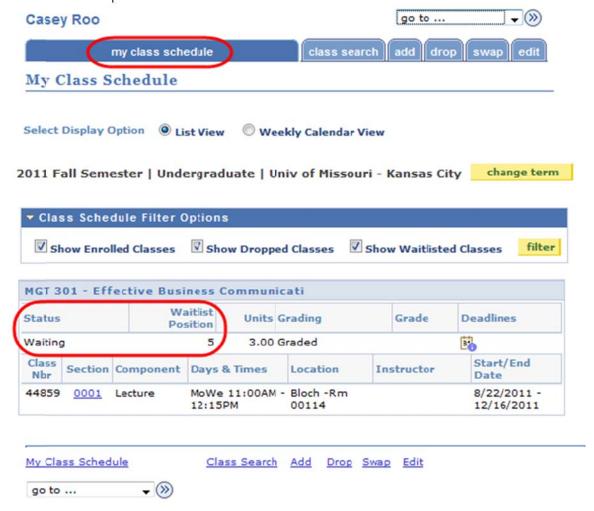
Wait list process

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.

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.