

This quick reference guide (QRG) provides instructions on how to register for the waitlist of a course section and how to accept a seat in the course if one becomes available. Adding yourself to the waitlist does not guarantee that you will get into the course. You will need to check your Workday My Tasks daily to ensure you accept a seat if one becomes available.

WAITLISTING FOR A COURSE SECTION

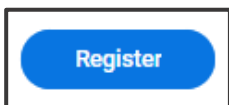
If a course section has no seats available when you are attempting to register, you will be given the option to waitlist for the course section. If you need help registering for courses, please click [here](#). To add yourself to the waitlist, complete the following steps from the registration screen.

1. Click the yellow **Alert** that appears after attempting to register.



Alert
1. Page Alert
You'll be waitlisted for HIMT 10183-W160 - Medical Terminology, since there's no available capacity.

2. Click the **Register** button again.



3. Review your registration status.

Review your course registration status. You're either waitlisted or unable to register for 1 or more courses.

Waitlisted Registrations

Waitlisted Courses 1 item


Course	Action	Section
HIMT 10183 - Medical Terminology	<input type="button" value="Drop"/>	HIMT 10183-W160 - Medical Terminology

ACCEPT SEAT FROM WAITLIST

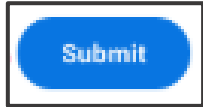
If a seat becomes available when you are on the waitlist you will be given the opportunity to register for the course section. Note, the last two pages display the amount of time you have to accept a seat at each institution. Complete the following steps to register for a waitlisted course section. From the home page:

1. Click **My Tasks** or the tab that appears under **Awaiting Your Action** on the home page.



Awaiting Your Action
 **HIMT 10183-W160 - Medical Terminology: Course Opening Available**
My Tasks - 53 second(s) ago

2. Review the message and click **Submit** if you wish to take the available seat in the course section.



3. Navigate to your **Current Classes** from either the Academics Hub or your Profile to review your new schedule.



Note: Each institution has their own policy and procedures for Waitlists. Please review the information on the next slide for more information.

WAITLIST POLICY AT EACH TWO-YEAR INSTITUTION

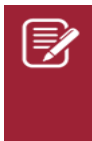
Institution	Time Limit to Accept Seat	After Time Expires
PCCUA	48 Hours	Next student on waitlist is notified and able to claim the seat
UACCHT	72 Hours	Next student on waitlist is notified and able to claim the seat
UACCB	48 Hours	Next student on waitlist is notified and able to claim the seat
CCCUA	48 Hours	Next student on waitlist is notified and able to claim the seat
UACCM	No Waitlisting	
UACCRM	No Waitlisting	
UAPTC	48 Hours	Student is removed from the waitlist, and the open seat is offered to the next eligible student



Note: Students who do not meet registration requirements are notified based on the registration restrictions of their institution.

WAITLIST POLICY AT EACH FOUR-YEAR UNIVERSITY

Institution	Time Limit to Accept Seat	After Time Expires
UAF	Auto Promotion	Students are automatically added to the course section from the waitlist
UALR	24 Hours	Next student on waitlist is notified and able to claim the seat
UAMS	72 Hours	Next student on waitlist is notified and able to claim the seat
UAM	No Waitlisting	
UAPB	72 Hours	Next student on waitlist is notified and able to claim the seat
UAFS	72 Hours	Student moved to the end of the waitlist and the next student on the waitlist is notified and able to claim the seat



Note: Students who do not meet registration requirements are notified based on the registration restrictions of their institution.