HOW TO WAITLIST
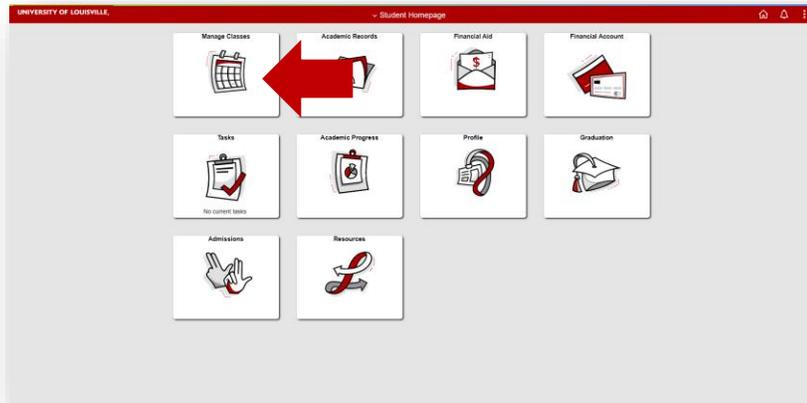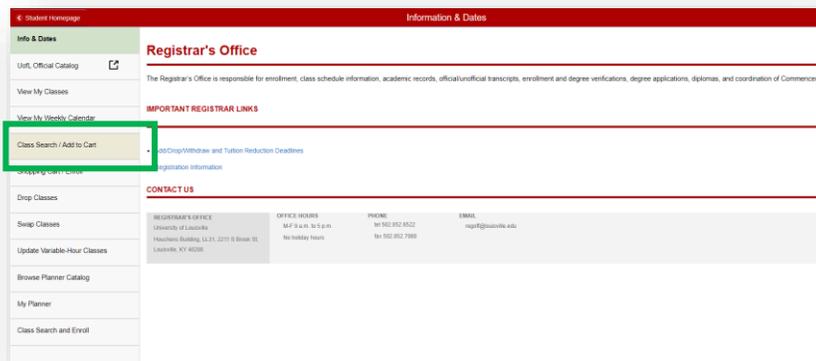

After logging in to ULink, click on the tile labeled **Manage Classes**.

On the left sidebar, select **Class Search/Add to Cart**.

Use the provided filters to narrow your search results. In the upper left corner of the screen you will see the term you are currently searching. If the term you wish to register in is not listed, click change, and select the correct term. Once you have made your selections, click **Search** to retrieve your results. If you wish to clear all of your options click **Reset**.

Once the results of your class search have returned you can view the current number of positions remaining if a class has a Waitlist option available. In the column labeled **Current Max Enrollment** the available Waitlist positions are listed. After adding a course to your Shopping Cart it will appear on the right side of your screen, select the course you wish to Waitlist and click **Go To Cart**.
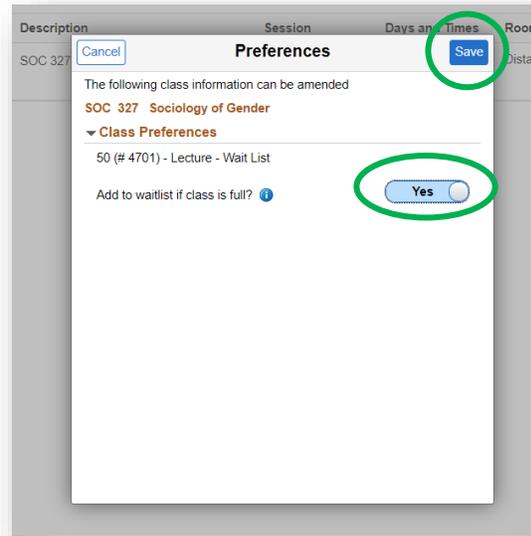

Once your Shopping Cart opens, click the blue text marked **Change Preferences**.

A new window will open giving you the option to be added to the Waitlist if the class is full. Move the selector to **Yes**, and click **Save**.

A green success bar will appear across the top of your screen confirming that your Waitlist preference has been updated.

Place a checkmark under the **Select** option and then click **Enroll**.

You will receive confirmation that you have successfully enrolled or if the class is full you will see your position in the Waitlist.