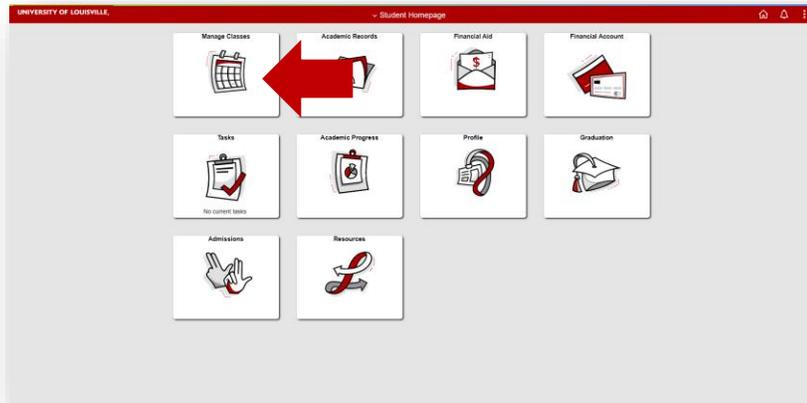
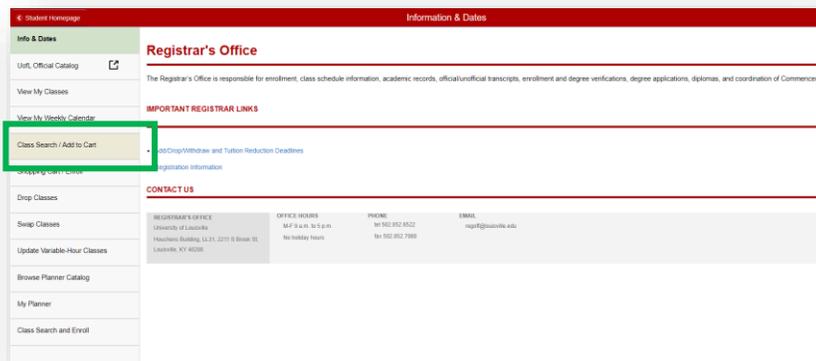


HOW TO WAITLIST

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



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

A screenshot of the 'Class Search / Add to Cart' form. The form is titled 'Class Search / Add to Cart' and features a red header bar with a back arrow and the text 'Manage Classes'. Below the header, the current session is set to 'Fall 2023', with a 'Change' button next to it. The form includes several search filters: Session, Subject, Catalog Nbr, Course Component, Degree Requirement, Gen Ed/Cardinal Core 1, and And/Or; Location, Course Career, Catalog Nbr Wildcard, Class Number, Degree Requirement Value, and Gen Ed/Cardinal Core 2; Open Classes Only (No), Honors Only (No), Meets Writing Requirement (No), and Meets Any Gen Ed/Cardinal Core (No). A red 'Search' button and a white 'Reset' button are located at the bottom of the form.

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**.

HOW TO WAITLIST

The screenshot shows a course search interface with various filters and a table of results. A green box highlights the 'Current/Max Enrollment' column in the table, which shows 'Enrl: 24 of 24' and 'Wait: 2 of 5'. To the right, a detailed view of a course is shown, also with a green box highlighting the 'Go To Cart' button.

Course	Title	Dates	Days and Times	Location / Room	Instructor(s)	Units	Current/Max Enrollment
SOC-301-51-LEC, #5545	Introduction to Social Statistics	02/28/23 - 04/24/23 2nd Half of Term	TBA TBA to TBA	Distance Education / Distance Educ	Kofman, Michal X	3.00	Enrl: 24 of 24 Wait: 4 of 5
SOC-303-01-LEC, #3252	Introduction to Research Methods - WR WR: Yes	01/09/23 - 05/02/23 Regular Full Term	Tuesday Thursday 4:00 PM to 5:15 PM	Belknap Campus / Humanities 123	Orend, Angela Marie	3.00	Enrl: 9 of 24 Wait: 0 of 5
SOC-303-50-LEC, #3869	Introduction to Research Methods - WR WR: Yes	01/09/23 - 05/02/23 Regular Full Term	TBA TBA to TBA	Distance Education / Distance Educ	Potter, Debbie A	3.00	Enrl: 24 of 24 Wait: 2 of 5
SOC-320-01-LEC, #3861	Social Theory - WR WR: Yes	01/09/23 - 05/02/23 Regular Full Term	Tuesday Thursday 11:00 AM to 12:15 PM	Belknap Campus / Humanities 207	Kofman, Michal X	3.00	Enrl: 11 of 24 Wait: 0 of 5
SOC-320-51-LEC, #8289	Social Theory - WR WR: Yes	01/09/23 - 05/02/23 Regular Full Term	TBA TBA to TBA	Distance Education / Distance Educ	Aldikacti Marshall, Gul M	3.00	Enrl: 24 of 24 Wait: 3 of 5
SOC-323-50-LEC, #3804	Diversity and Inequality	01/09/23 - 05/02/23 Regular Full Term	TBA TBA to TBA	Distance Education / Distance Educ	Morales Roberto Fernandez	3.00	Enrl: 45 of 45 Wait: 5 of 5

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**.

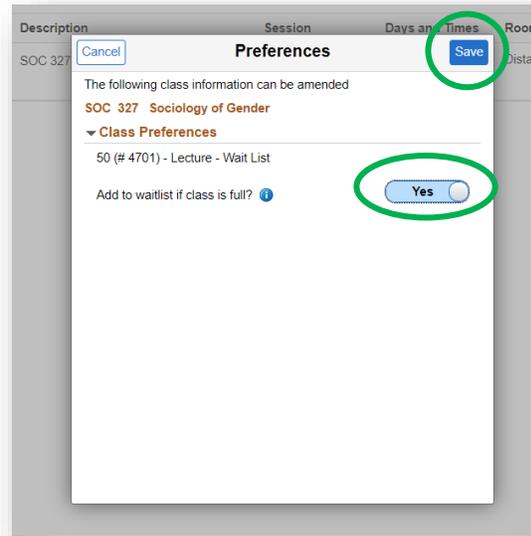
The screenshot shows a shopping cart interface with a table of items. A green circle highlights the 'Change Preferences' link in the 'Prof' column.

Select	Availability	Section (Class#)	Description	Session	Days and Times	Room	Instructor	Units	Seats	Prof
<input type="checkbox"/>	Wait List	50 (# 4701) - Lecture	SOC 327 SOCIOLOGY OF GENDER	Regular Full Term	To be Announced	Distance Educ	G. Aldikacti Marshall	3.00	Waitlist Available Places 4 of 5	Change Preferences

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

HOW TO WAITLIST

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.

