

Joining a Waitlist for a Course in MyUI

Sign in to MyUI with your Hawk ID and navigate to the COURSES/REGISTRATION section.



Scroll down below your schedule and type in the course subject and number of the course you want to add.

Course Search

Session

Course Subject

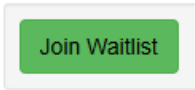
Course Number
e.g. 2345, 2*** (2000 level), 23** (2300 level)

Browse the course listings and find open courses that take place at times that do not conflict with your other courses. On the right side of the course listings, you can see if the course is still open based on the number of students already enrolled.

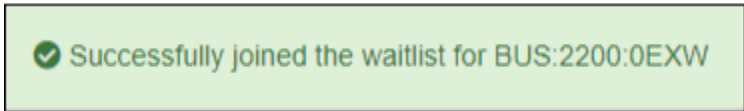
If the course is full and gives you the option to join the waitlist, click on the “Join Waitlist” button for that course. For lecture/discussion format, choose the discussion you want, and the lecture will be added automatically.

CCP:1301:0001	Communication for the Workplace <i>This course has specific requirements view</i> Subsession: Off-cycle Apr 1, 2026 - May 8, 2026 5:30P - 7:35P W 219 NH 04/01/2026 - 05/06/2026 Arranged Time Arranged Location Instructors: James Schafer (Primary Instructor), Amanda McFadden (Course Supervisor)	1 s.h. Delivery Mode: Registration Information: ARR time is for students to submit final assignment online.	Waitlist 30 of 30 enrolled Join Waitlist Add to Schedule Builder
CCP:1302:0EXV	Office Etiquette for the Workplace <i>This course has specific requirements view</i> Subsession: Off-cycle Mar 30, 2026 - May 8, 2026 4:00P - 6:05P T Online 03/31/2026 - 05/05/2026 Arranged Time Asynchronous Online Instructors: Jessica Boyle (Primary Instructor), Amanda McFadden (Course Supervisor)	1 s.h. Delivery Mode: Registration Information: DOE Distance Course (EX*)	Waitlist 30 of 30 enrolled Join Waitlist Add to Schedule Builder

You will be taken to a page that will have a green "Join Waitlist" button at the bottom. There may also be additional information on what to do when a seat becomes available, and you should carefully read this. Click that "Join Waitlist" button to finish joining the waitlist.

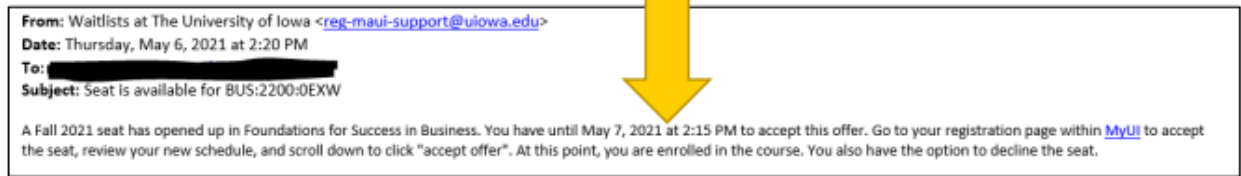


After joining the waitlist, you will be brought back to the MyUI "Course / Registration" page and a confirmation message will appear:



You can double check that you're on the waitlist by viewing the courses/section for which you're on a waitlist below the list view of your class schedule.

If a seat has opened in the course, you will receive an email (and, if you chose, a text message) offering you the seat. **You must accept or decline within 24 hours of being offered a seat or it will be passed to the next person on the waitlist.** The date and time will be specified.



To respond to the offer, click on the link within the email that will bring you back to the MyUI home page or log on to MyUI. Once you are on the home page of MyUI, log back in (if needed), and again click on the "Courses / Registration" tab. From there, scroll down until you see the course for which you are on the waitlist.



After making your decision, you will then be brought to a page confirming the course for which you were waitlisted. At the bottom of that same page, you will again see the accept and decline buttons.



If you chose to accept the offer, after clicking the GREEN accept button (shown above), you will again be brought back to the "Courses / Registration" page and the following message will appear at the top of the page confirming your acceptance of the spot in the course:



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