

# Wait List

During the enrollment process, you will notice that each course has a “Status”.



“Open” indicates seats are available in the course.

“Closed” indicates seats are not available in the course.

“Wait List” indicates seats are NOT currently available, but the student can be placed on a waitlist.

## Important Wait List Information

When you wait-list for a course and move off the wait-list into a course, you will be notified via your University of Baltimore email account that you have moved into the desired course. You will not receive notification that you have moved up on the waitlist.

Please note the following reasons you will not move off the wait-list into a class.

1. Time Conflicts (with another course, even a course you are “holding tentatively” in case you don’t get in)
2. Enrollment in another section of the same course
3. Enrolled in the maximum allowed credits
4. Holds on your record: initial enrollment hold, accounting hold, etc.

Even if you are number 1 on the wait-list, if one of these circumstances is present, the next available seat in the class will go to the next person on the wait-list. Please monitor your position on the wait-list closely so that you will not lose your seat to someone who does not have one of the conflicts outlined above. Once you are moved into the course your financial account will be adjusted accordingly.

## Instructions

1. Select the course you want to wait list.

PHIL 101 - INTRODUCTION TO PHILOSOPHY								
Class	Section	Days & Times	Room	Instructor	Textbook	Meeting Dates	Status	
4462	<a href="#">001-LEC Regular</a>	MoWe 11:00AM - 12:20PM	TBA	Alfred Guy	<a href="#">Textbook</a>	08/29/2016 - 12/18/2016	▲	<a href="#">select</a>
4463	<a href="#">101-LEC Regular</a>	Mo 5:30PM - 8:00PM	TBA	Staff	<a href="#">Textbook</a>	08/29/2016 - 12/18/2016	●	<a href="#">select</a>



2. Select "Wait list if class is full"
3. Select "Next"

## Add to Shopping Cart - Enrollment Preferences

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### PHIL 101 - INTRODUCTION TO PHILOSOPHY

#### Class Preferences

<b>PHIL 101-001</b>	<b>Lecture</b>	 <b>Wait List</b>	<b>Wait List</b>	<input checked="" type="checkbox"/> Wait list if class is full	
<b>Session</b>	Regular Academic Session			<b>Grading</b>	Undergraduate Letter Grade
<b>Career</b>	Undergraduate			<b>Units</b>	3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 11:00AM - 12:20PM	TBA	Alfred Guy	08/29/2016 - 12/18/2016

The course will be added to your shopping cart.

4. Select "Enroll"

## Shopping Cart

### Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Select Validate to have the system check for possible conflicts prior to enrolling.

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Open
 Closed
 Wait List


**Add to Cart:**

Enter Class Nbr

Find Classes

Class Search

My Requirements

Fall 2016 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">PHIL 101-001</a> <a href="#">(4462)</a>	MoWe 11:00AM - 12:20PM	TBA	A. Guy	3.00	

for selected:

## 5. Select "Finish Enrolling"

### Shopping Cart



#### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Should you decide not to attend the semester it is your responsibility to officially withdraw from the class(es) online using the MYUB system or by submitting a written request to the Office of Records. Failure to withdraw will result in your being charged for the semester and a grade(s) of "F" being issued. See the academic calendars and refund schedules posted under Schedules and Calendars on your MyUB home page.

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Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 101-001 (4462)	INTRODUCTION TO PHILOSOPHY (Lecture)	MoWe 11:00AM - 12:20PM	TBA	A. Guy	3.00	▲

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)



The green check mark indicates you have successfully added your name to the Wait List.

### Shopping Cart



#### 3. View results

View the following status report for enrollment confirmations and errors:

If you choose to order books using the link below please review the textbooks in your shopping cart before purchasing to ensure you do not inadvertently purchase books for a class in which you are not enrolled.

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#### Order Books Now

Class	Message	Status
PHIL 101	<b>Message:</b> Class 4462 is full. You have been placed on the wait list in position number 1.	✓



[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)