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 a seat becomes available you will automatically be added to the course. You will be notified via your University of Baltimore email account that you have moved off the waitlist and into the desired course. Students do not receive notification that they have moved up to another position on the waitlist.

Please note the following reasons you will not be moved 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 would like to wait list.
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

<table>
<thead>
<tr>
<th>PHIL 101-001</th>
<th>Lecture</th>
<th>Wait List</th>
<th>Wait List if class is full</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Session</td>
<td>Regular Academic Session</td>
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<td>Career</td>
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<tr>
<th>Grading</th>
<th>Undergraduate Letter Grade</th>
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| Units | 3.00 |

| CANCEL | NEXT |

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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Add to Cart:
Enter Class Nbr
| enter |

Find Classes
- Class Search
- My Requirements

Search
5. Select “Finish Enrolling”

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

Shopping Cart

3. View results

See the academic calendars and refund schedules posted under Schedules and Calendars on your MyUB homepage.

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