Pathway help: View Students on Waitlist

UNIVERSITY OF MISSOURI-KANSAS CITY OFFICE OF THE REGISTRAR

1. Log into Pathway and click **Main Menu**
2. Navigate to *Self-Service > Faculty Center > My Schedule*
3. Select the correct term.
4. Click on the **Class Roster Icon** for the class

5. Change the Enrollment Status to **Waiting**
6. You can click the **Notify All Students** button to email all students on the waitlist

Once students place themselves on a class waitlist, the system will attempt to add them to the class if a space becomes available (this process runs twice per day, if space becomes available other students will only be able to add themselves to the waitlist after the process runs). Students will be notified via their UMKC email as the whether they were added to the class. If students wish to remove themselves form the waitlist, they should follow the same procedure for dropping a class.

If the system encounters one or more registration errors when attempting to add the student to the class, an email notification will be sent providing the registration error the system encountered. The system will attempt to add the next person on the waitlist, but the student who could not be added will not lose their position on the waitlist. Please not we are currently only able to report one registration error in the email notification even if the student has multiple registration issues.

Possible registration errors:

1. **Time Conflict**: If the student is enrolled for another class at the same time as the waitlisted class, the automatic enrollment process will skip them.
2. **Max hours exceeded**: If enrolling in the waitlisted class would put the student over their term credit hour limit (17 hours for most undergraduate students), the automatic enrollment process will skip them.
3. **Registration hold**: If the student has a registration hold on their account, the automatic enrollment process will skip them.

If the student no longer wishes to be enrolled in the course, they must drop the waitlisted course via Pathway. Note that students are responsible for checking their schedule and dropping any courses they are not actually attending by the dates listed on the Academic Calendar.

If the student has not been automatically added to the class by the 3rd day of the main session for that term, the only option for adding the class is getting special permission from the instructor. The instructor will need to sign off on an add/drop form and the student will need to bring it in-person to UMKC Central or submitted it electronically to Office of the Registrar to add the course.