Faculty and Instructors:

To see the students on the waitlist for a class:

1. Navigate to Self-Service > Faculty Center
2. Select the correct term.
3. Click on the Class Roster icon for the class.
4. Change the Enrollment Status to Waiting and click the yellow change button.
5. You can click the yellow Notify Listed Students button to e-mail all students on the waitlist.

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

If the system encounters one or more registration errors when attempting to add a student to the class, an e-mail notification will be sent providing the registration error the system encountered. The system will attempt to add the next person to the wait list, but the student will not lose their position on the wait list. Please note that we are not currently able to report more than one registration error in the e-mail notification even if you have multiple registration issues. Possible registration errors:
- **Time Conflict**: If the student is enrolled for another class at the same time as the wait listed class, the automatic enrollment process will skip them.
- **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.
- **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 wait listed 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 first day of the 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 the Registration & Records office to add the course.