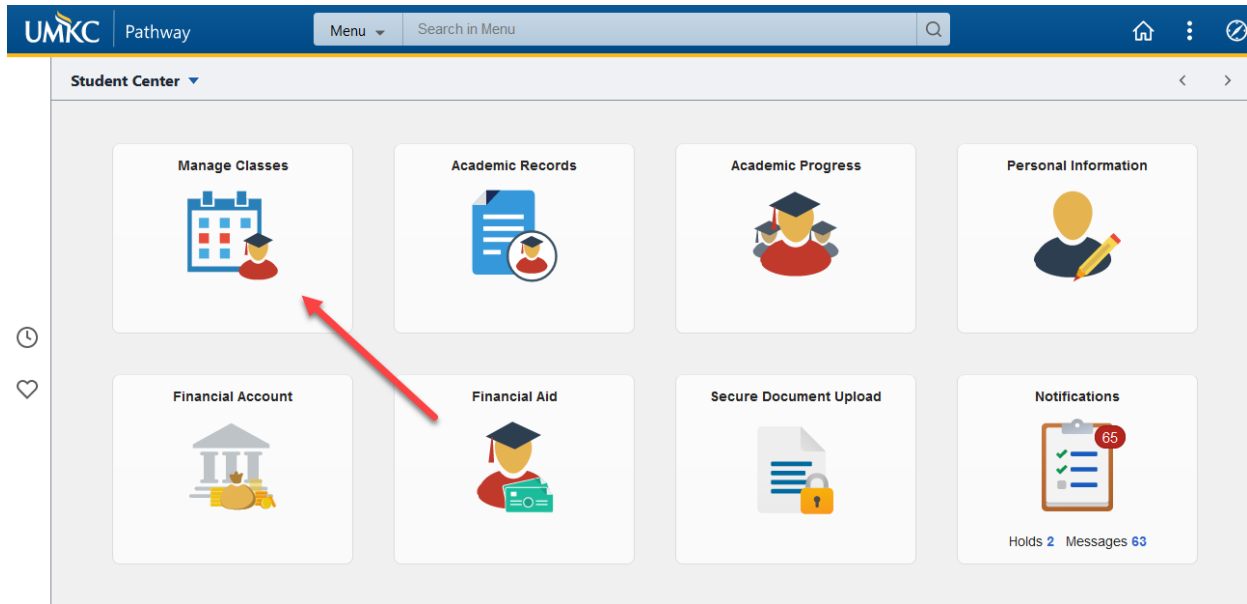
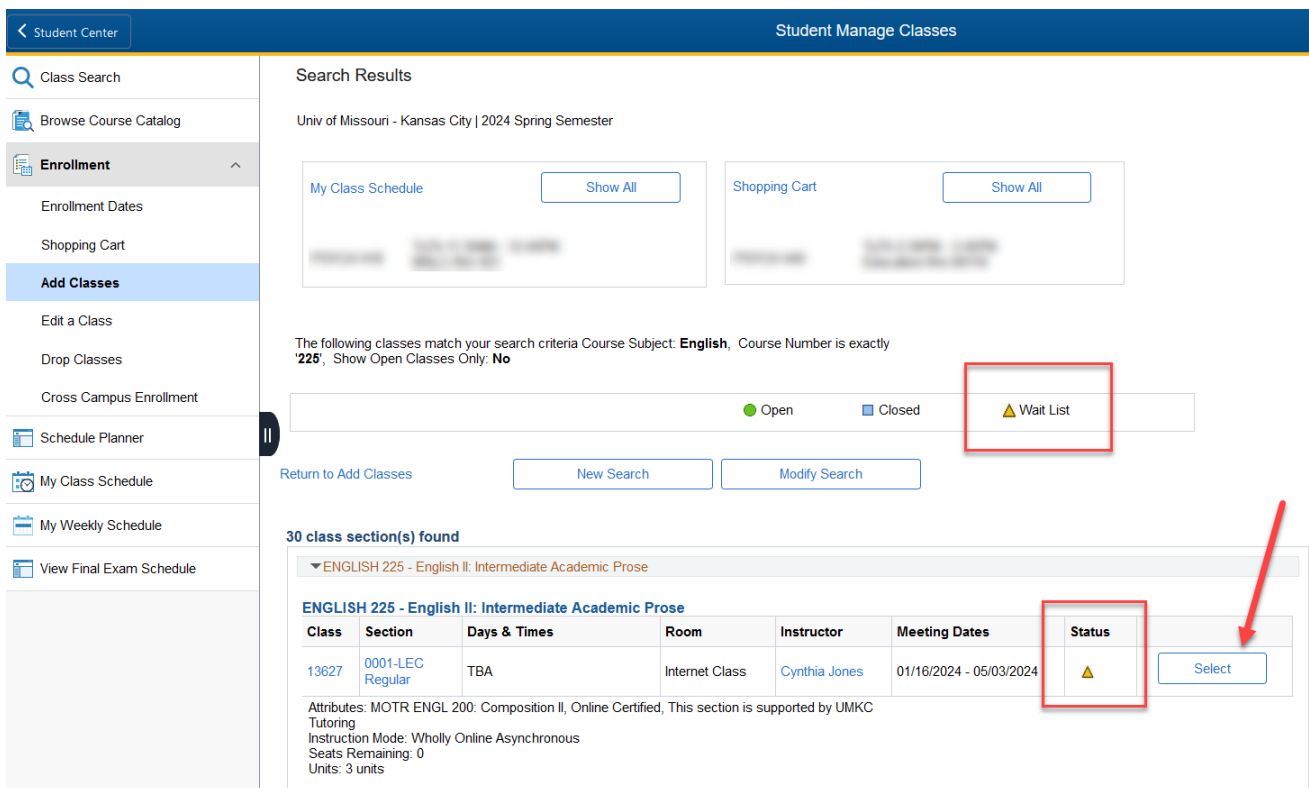


1. Log into [Pathway](#) and click the **Manage Classes** tile



2. In the class search results, full-classes with a waitlist available will be identified with a yellow triangle.
3. To add yourself to the waitlist, you will follow the same steps as if you were enrolling for the class.
4. Click on the **select** class button.



- Verify that you meet the requirements listed in the **Enrollment Information** section (if there are any requirements). You will not be able to add yourself to a waitlist if you do not meet the enrollment requirements.
- Check the **Wait list if class is full** box.
- Click the **Next** button.

Student Center Student Manage Classes

1. Select classes to add - Enrollment Preferences

2024 Spring Semester | Undergraduate | Univ of Missouri - Kansas City  
ENGLISH 225 - Eng II:Inter Acad Prose

**Class Preferences**

ENGLISH 225-0001 Lecture Wait List

Session Regular Academic Session

Career Undergraduate

**Enrollment Information**

- Prerequisites: ENGLISH 110 or DISC 100 or ACT sub-score of 30 or SAT writing sub-score of 690.
- MOTR ENGL 200: Composition II
- Online Certified
- This section is supported by UMKC Tutoring

Wait List  Wait list if class is full

Grading Graded

Units 3.00

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
0001	Lecture	TBA	Internet Class	Cynthia Jones	01/16/2024 - 05/03/2024

- The wait listed course is now in your enrollment shopping cart.
- Click on the **Proceed to Step 2 of 3** button.

Student Center Student Manage Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2024 Spring Semester | Undergraduate | Univ of Missouri - Kansas City Change Term

● Open ■ Closed ▲ Wait List

**Add to Cart**

Enter Class Nbr

**2024 Spring Semester Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGLISH 225-0001 (13627)	TBA	Internet Class	C. Jones	3.00	

**Find Classes**

Class Search

[Schedule Planner](#)

- If this is the first class you've added for the term, you will now be shown the **Statement of Financial Responsibility**. This is a legal document. When you click Agree and Continue, you indicate that you are

aware of all the payment policies and procedures at UMKC. If you later decide that you do not wish to take classes at UMKC *you must drop them before the semester begins to avoid any financial obligations.*

11. Click the **Finish Enrolling** button.

The screenshot shows the 'Student Manage Classes' page. On the left is a navigation menu with 'Enrollment' expanded and 'Add Classes' selected. The main content area is titled '2. Confirm classes' and contains instructions: 'Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.' Below this, it shows '2024 Spring Semester | Undergraduate | Univ of Missouri - Kansas City' and a status bar with 'Open', 'Closed', and 'Wait List' indicators. A table titled '2024 Spring Semester Enrollment Shopping Cart' lists one class: ENGLISH 225-0001 (13627), Eng II: Inter Acad Prose (Lecture), TBA, Internet Class, C. Jones, 3.00 units, with a yellow triangle status icon. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Finish Enrolling'. A red arrow points to the 'Finish Enrolling' button.

12. You will receive confirmation regarding whether you were placed on the wait list or not.
- Green check mark = successfully added to the wait list. Your position number on the wait list will be displayed in the message.
  - Red X = you were *not* added to the wait list. The reason will be explained in the Message area.

The screenshot shows the 'Student Manage Classes' page at the '3. View results' step. The main content area says 'View the following status report for enrollment confirmations and errors' and shows '2024 Spring Semester | Undergraduate | Univ of Missouri - Kansas City'. A status bar indicates 'Success: enrolled' with a green checkmark and 'Error: unable to add class' with a red X. Below is a table titled '2024 Spring Semester Enrollment Shopping Cart' with columns 'Class', 'Message', and 'Status'. The row for 'ENGLISH 225' has a message: 'Message: Class 13627 is full. You have been placed on the wait list in position number 2.' and a green checkmark status. At the bottom, there are two buttons: 'My Class Schedule' and 'Add Another Class'. A red box highlights the message cell in the table.

Once you place yourself on a class wait list, the system will attempt to add you 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 wait list until after the process runs and no other students are on the waitlist). You will be notified via your UMKC email as to whether you were added to the class. If you wish to remove yourself from a wait list, follow the same procedure for dropping a class.

If the system encounters one or more registration errors when attempting to add you 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 you will not lose your 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 you are enrolled for another class at the same time as your waitlisted class, the automatic enrollment process will skip you.
- **Max hours exceeded:** If enrolling in the waitlisted class would put you over your term credit hour limit (17 hours for most undergraduate students), the automatic enrollment process will skip you.
- **Registration hold:** If you have a registration hold on your account, the automatic enrollment process will skip you.
- **Enrollment Requirement:** If you do not meet the enrollment requirement for the course. For example passing the appropriate math placement exam or if you must be admitted into a specific major (Chemistry, Business, Nursing, etc.) to enroll in the course.

If you no longer wish to be enrolled in the class, you must drop the wait listed class via Pathway. Note that you are responsible for checking your schedule and dropping any classes you are not actually attending by the dates listed on the Academic Calendar.

## Viewing your position on the wait list:

1. Log into [Pathway](#) and click the **Manage Classes** tile
2. Click **My Class Schedule** in the lefthand menu
3. Select the term and click the **Continue** button.
4. If you are on a waitlist, the Status will be Waiting and your Waitlist Position will be displayed. If you are in position 1, that means you are first on the list and will be first to be enrolled if space becomes available.

The screenshot shows the 'Student Manage Classes' interface. On the left is a navigation menu with options like 'Class Search', 'Browse Course Catalog', 'Enrollment', 'Schedule Planner', 'My Class Schedule' (highlighted), 'My Weekly Schedule', and 'View Final Exam Schedule'. The main area shows the current term: '2024 Spring Semester | Undergraduate | Univ of Missouri - Kansas City'. There are filter options for 'Class Schedule Filter Options' with checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes'. Below this, the class 'ENGLISH 225 - Eng II: Inter Acad Prose' is listed in a table. A red box highlights the 'Status' (Waiting) and 'Waitlist Position' (2) columns. Below the class list is a detailed table for the selected class.

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	2	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
13627	0001	Lecture	TBA	Internet Class	Cynthia Jones	01/16/2024 - 05/03/2024

If you have not been automatically added to the class by the third 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 you will need to bring it in-person to UMKC Central or submit electronically to the Office of the Registrar to add the course.