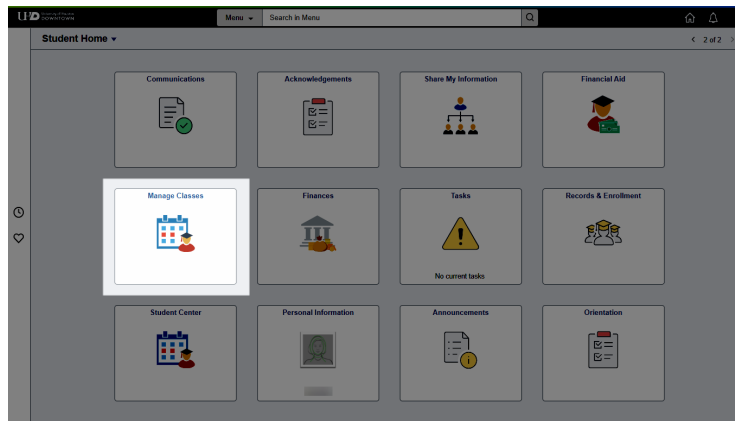


The waitlist process allows students to add themselves to a class section that is currently closed/full and to be automatically enrolled when a seat becomes available.

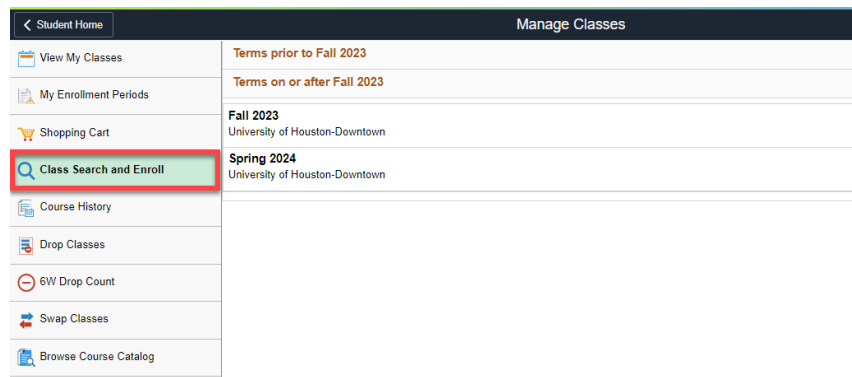
**Automatic enrollment from Waitlist:** Student adds themselves to a course that is currently waitlisted. If a seat becomes available in the waitlisted course, the automatic enroll process will register the student and send an email confirmation.

- With automatic enrollment from the waitlist, the student should not register for the **same course** at a different date or time. If the waitlist attempts to enroll the student and they are already enrolled in another section of the same course, the process will not enroll the student from the waitlist.

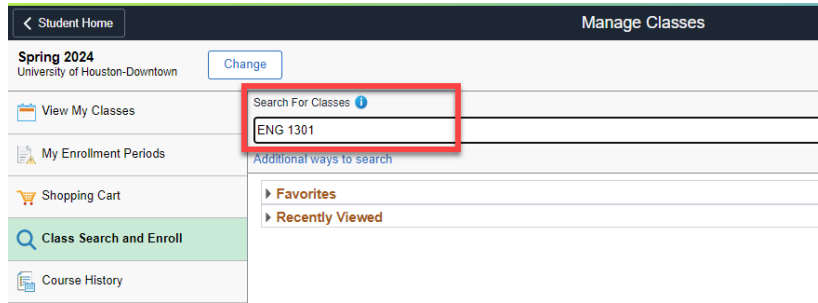
Login to myUHD and select the **Manage Classes** tile.



Click on **Class Search and Enroll** and select the appropriate term.

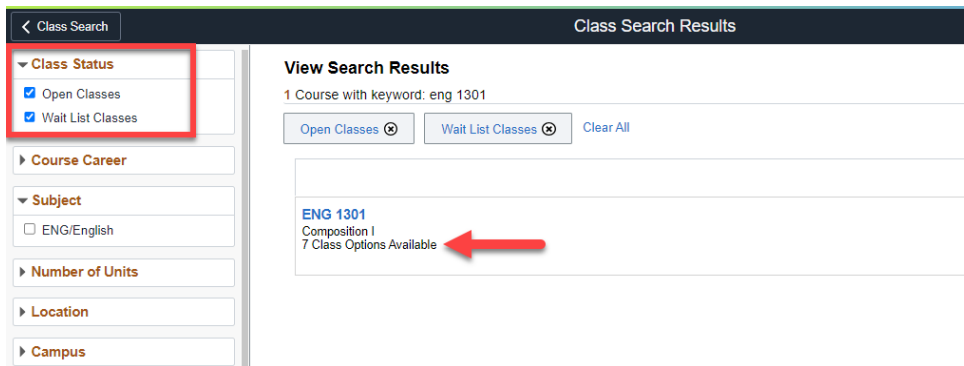


Search for the class by typing in the subject and catalog information, class name, or class number.

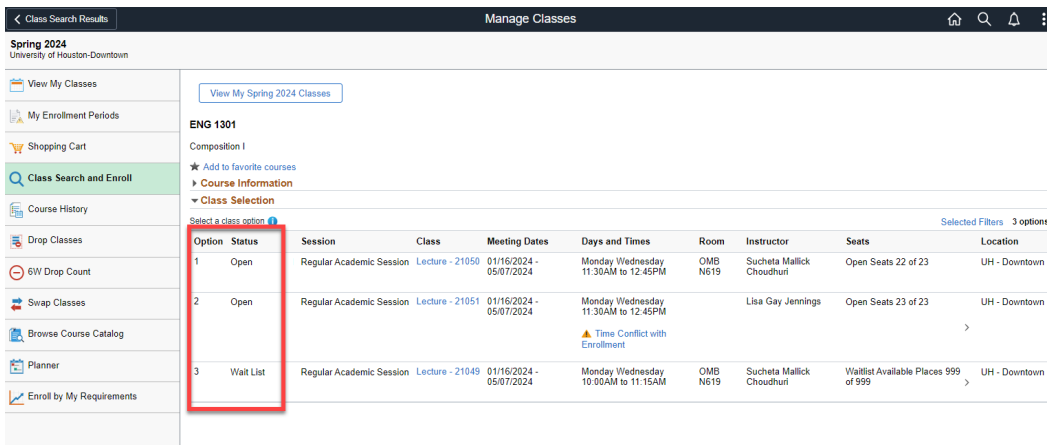


Select options from the filter menu if needed. You can filter by open and closed classes (that have a waitlist), instruction mode, meeting days, etc.

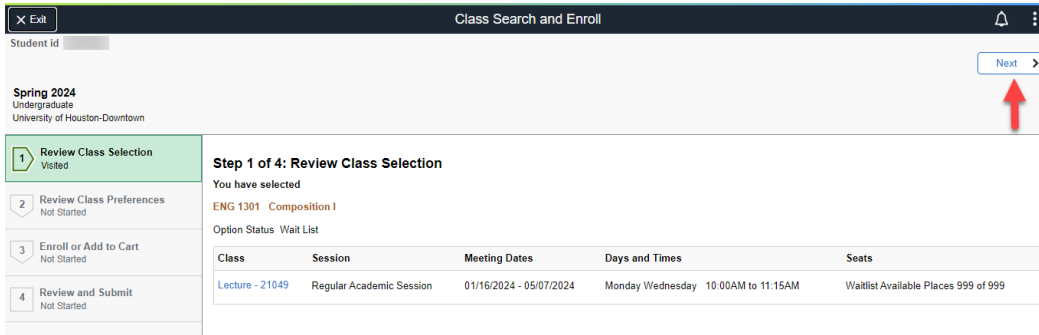
If you want to see open classes and closed classes with a waitlist available, select the **Wait List Classes** option located under **Class Status**.



Note, the first column provides a status of the class. If you wish to add yourself to a class that is waitlisted, select that class.



Review the class section information and select **Next**.



Class Search and Enroll

Student id [redacted]

Spring 2024  
Undergraduate  
University of Houston-Downtown

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

**Step 1 of 4: Review Class Selection**

You have selected

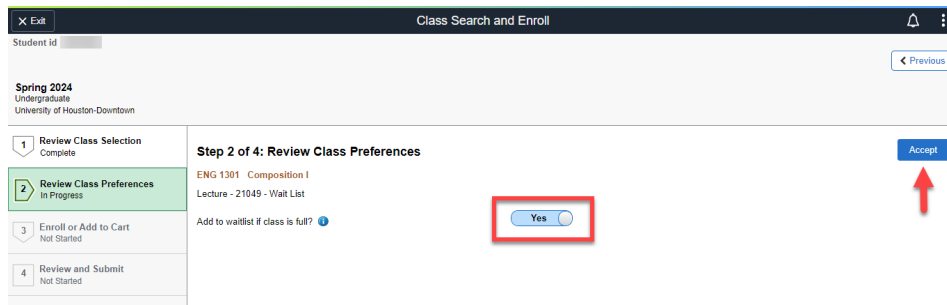
ENG 1301 Composition I

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21049	Regular Academic Session	01/16/2024 - 05/07/2024	Monday Wednesday 10:00AM to 11:15AM	Waitlist Available Places 999 of 999

Next >

Review class preferences. If you want to be added to the waitlist if the class is full, toggle to **Yes** when prompted and select **Accept**.



Class Search and Enroll

Student id [redacted]

Spring 2024  
Undergraduate  
University of Houston-Downtown

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

**Step 2 of 4: Review Class Preferences**

ENG 1301 Composition I

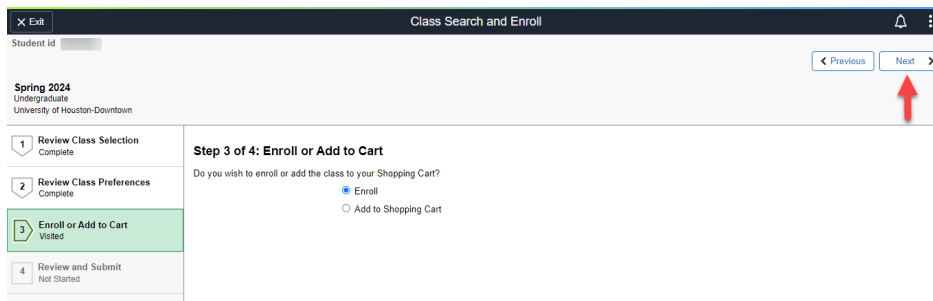
Lecture - 21049 - Wait List

Add to waitlist if class is full?  Yes

Accept

Indicate if you want to **Enroll** (which includes enrolling in the waitlist if the class is full) or if you only wish to **Add to Shopping Cart**. Select **Next**.

**\*Note:** Adding a class to your shopping cart does not enroll you or add you to the waitlist.



Class Search and Enroll

Student id [redacted]

Spring 2024  
Undergraduate  
University of Houston-Downtown

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Visited

4 Review and Submit Not Started

**Step 3 of 4: Enroll or Add to Cart**

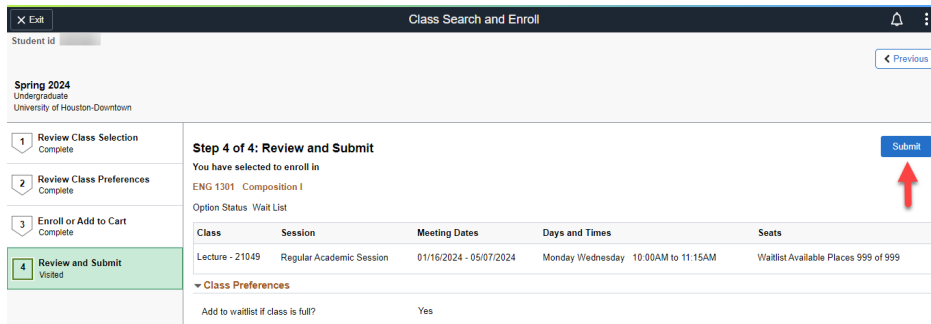
Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Next >

Review and **Submit** when ready.

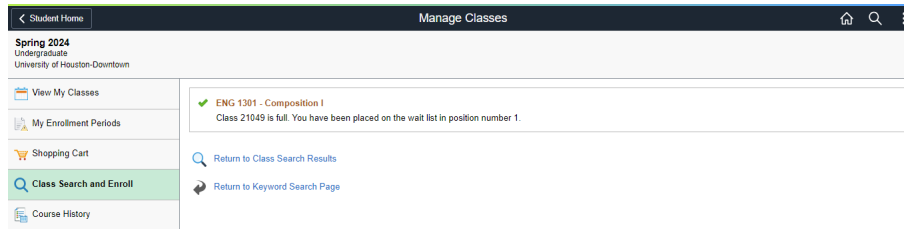


The screenshot shows the 'Class Search and Enroll' interface. On the left, a sidebar lists four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and shows 'You have selected to enroll in' followed by 'ENG 1301 - Composition I'. Below this, a table displays class details:

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21049	Regular Academic Session	01/16/2024 - 05/07/2024	Monday Wednesday 10:00AM to 11:15AM	Waitlist Available Places 999 of 999

Below the table, there is a section for 'Class Preferences' with a dropdown arrow. Underneath, it asks 'Add to waitlist if class is full?' with a 'Yes' option. A red arrow points to a blue 'Submit' button in the top right corner of the main content area.

If you were added to the waitlist, the confirmation screen will display your waitlist position.



The screenshot shows the 'Manage Classes' interface. On the left, a sidebar lists several options: View My Classes, My Enrollment Periods, Shopping Cart, Class Search and Enroll (highlighted), and Course History. The main content area displays a confirmation message: 'ENG 1301 - Composition I' with a green checkmark icon, followed by 'Class 21049 is full. You have been placed on the wait list in position number 1.' Below this message are two links: 'Return to Class Search Results' and 'Return to Keyword Search Page'.