

REGISTRATION SERVICES

Enrolling in a Waitlist

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.

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 Student Home •
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Login to myUHD and select the Manage Classes tile.

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

Student Home	Manage Classes
🚞 View My Classes	Terms prior to Fall 2023
My Enrollment Periods	Terms on or after Fall 2023
₩ Shopping Cart	Fall 2023 University of Houston-Downtown
Q Class Search and Enroll	Spring 2024 University of Houston-Downtown
Course History	
Drop Classes	
G 6W Drop Count	
Nwap Classes	
属 Browse Course Catalog	



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

✓ Student Home		Manage Classes
Spring 2024 University of Houston-Downtown	Change	
i View My Classes	Search For Classes 🕕	
	ENG 1301	
My Enrollment Periods	Additional ways to search	
🥎 Shopping Cart	Favorites	
0	Recently Viewed	
Q Class Search and Enroll		
E Course History		

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**.

Class Search	Class Search Results
	View Search Results
Open Classes	1 Course with keyword: eng 1301
Wait List Classes	Open Classes 🕢 Wait List Classes 🐼 Clear All
Course Career	
 Subject 	
ENG/English	ENG 1301 Composition I 7 Class Options Available
Number of Units	
Location	
Campus	

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.

Class Search Results					Manage Class	es			ť) Q	۵ :
Spring 2024 University of Houston-Downtown											
🧮 View My Classes	View	w My Spring 2	024 Classes								
My Enrollment Periods	ENG 13	01									
👾 Shopping Cart	Composi	tion I									
Q Class Search and Enroll	> Cour	o favorite cour se Informatio									
🔚 Course History		Selection							Se	lected Filter	rs 3 option
Drop Classes	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Loca	ation
GW Drop Count	1	Open	Regular Academic Session	Lecture - 21050	01/16/2024 - 05/07/2024	Monday Wednesday 11:30AM to 12:45PM	OMB N619	Sucheta Mallick Choudhuri	Open Seats 22 of 23	UH -	- Downtown
韋 Swap Classes	2	Open	Regular Academic Session	Lecture - 21051	01/16/2024 - 05/07/2024	Monday Wednesday 11:30AM to 12:45PM		Lisa Gay Jennings	Open Seats 23 of 23	UH -	- Downtown
🛃 Browse Course Catalog						Time Conflict with Enrollment				>	
Enroll by My Requirements	3	Wait List	Regular Academic Session	Lecture - 21049	01/16/2024 - 05/07/2024	Monday Wednesday 10:00AM to 11:15AM	OMB N619	Sucheta Mallick Choudhuri	Waitlist Available Places 9 of 999	9 UH -	- Downtown
Zenton by wy Requirements	-										



Enrolling in a Waitlist

Review the class section information and select Next.

X Exit		Class Search and Enroll					
Student id Spring 2024 Undergraduate University of Houston-Downtown					Next >		
Review Class Selection Visited Review Class Preferences Not Started	You have selected ENG 1301 Comp	osition I					
3 Enroll or Add to Cart Not Started	Option Status Wait	t List Session Regular Academic Session	Meeting Dates 01/16/2024 - 05/07/2024	Days and Times Monday Wednesday 10:00AM to 11:15AM	Seats Waitlist Available Places 999 of 999		
4 Review and Submit Not Started							

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**.

X Exit	Cla	iss Search and Enroll	¢ :
Student id			Previous
Spring 2024 Undergraduate University of Houston-Downtown			
1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences		Accept
2 Review Class Preferences In Progress	ENG 1301 Composition I Lecture - 21049 - Wait List	_	†
3 Enroll or Add to Cart Not Started	Add to waitlist if class is full? 📵	Yes	
4 Review and Submit Not Started			

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.





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Review and **Submit** when ready.

X Exit			Class Search and Enro	DII	↓ :		
Student id					< Previous		
Spring 2024 Undergraduate University of Houston-Downtown							
1 Review Class Selection Complete	Step 4 of 4: R	eview and Submit			Submit		
2 Review Class Preferences Complete	You have selected to enroll in ENG 1301 Composition I						
3 Enroll or Add to Cart	Option Status Wait	Session	Meeting Dates	Days and Times	Seats		
4 Review and Submit	Lecture - 21049	Regular Academic Session	01/16/2024 - 05/07/2024	Monday Wednesday 10:00AM to 11:15AM	Waitlist Available Places 999 of 999		
Visited	- Class Preferen	nces					
	Add to waitlist if o	class is full?	Yes				

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

✓ Student Home	Manage Classes					
Spring 2024 Undergraduate University of Houston-Downtown						
Tiew My Classes	ENG 1301 - Composition I					
My Enrollment Periods	Class 21049 is full. You have been placed on the wait list in position number 1.					
Y Shopping Cart	Q Return to Class Search Results					
Q Class Search and Enroll	Return to Keyword Search Page					
E Course History						