

## Louie Waitlist Transcript

Let's take a look at how to use the class waitlist function in LOUIE. You may want to use this function if you are attempting to get into a class that is full.

From the Louie Class Search, find a course section that you want to be enrolled in, but is full. Refer to our "Search for Classes" video if you are unaware of how to locate the class search. For example, let's say we want to search for FIN 190, but you know they are all full. Unclick the "Show Open Classes Only" box to see the full classes.

From the list of FIN 190 sections, verify they can be waitlisted by finding the yellow triangle under "Status". You may also want to see how many students are already on each wait list by clicking on the blue link on the left-hand side of the section to see class details. Scroll down to see how many students are already on the wait list. We recommend checking all the sections with times that work with your schedule; you can be strategic by selecting a section with the lowest number of students already waiting for a seat. Click "View Search Results" to select a different section.

To select the desired section of FIN 190, click on the "Select" button and it will bring you to this "Enrollment Preferences" page. Click the "Waitlist if class is full" check box then click "Next".

It will say that your course has been added to your shopping cart and you will proceed to place yourself on the waitlist as you would normally enroll. Click on the "Enroll" tab at the top of the screen, verify that your course is in your cart, then click "Proceed to Step 2 of 3," check the financial terms and conditions box, and click "Finish Enrolling". The next window will tell you that you've been placed on the waitlist and the position that you are in. You may also find your position on the waitlist in the "List View" of your class schedule. Watch the "How to Review Your Schedule" video for more details. You will be notified by email if you have been enrolled into the course.