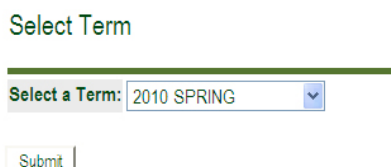


To use the waitlist feature (this only applies to ENGL courses):

1. Login in to your UVLink account through the UVU homepage.
2. Under the student tab in UVLink, click on “Add or Drop Classes” (in the Registration Tools box).

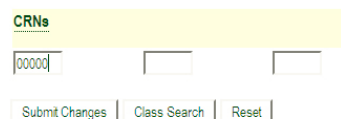


3. Select “2010 Spring in the the “Select a Term” menu.



4. In the “Add Classes Worksheet” section of the page, type in the class CRN in any blank box and click “Submit Changes.”

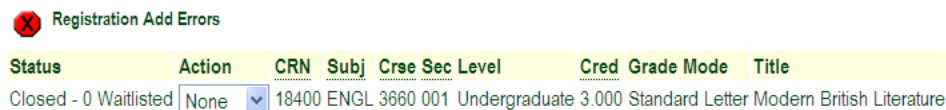
Add Classes Worksheet



The screenshot shows the "Add Classes Worksheet" form. It has a header "CRNs" in a yellow box. Below it are three input fields, the first containing "00000". At the bottom are three buttons: "Submit Changes", "Class Search", and "Reset".

(To find the CRN for a class go to: https://uvaps.uvu.edu/pls/prod/bwkschd.p_disp_dyn_sched select “2010 Spring” and click “Submit.” On the Class Schedule Search page, select “ENGL – English” as your subject, then scroll down and click “Class Search.” This will bring up all ENGL courses. Find the course you want and write down the CRN. The CRN will be the five digit number following the title of the course.)

5. The page will refresh with “Registration Add Errors.” (ENGL 3660.001 was used as an example)



The screenshot shows a table titled "Registration Add Errors" with a red 'X' icon. The table has columns for Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The first row shows "Closed - 0 Waitlisted" in the Status column, "None" in the Action column, and "18400 ENGL 3660 001 Undergraduate 3.000 Standard Letter Modern British Literature" in the remaining columns.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	18400	ENGL	3660	001	Undergraduate	3.000	Standard	Letter	Modern British Literature

- Under "Action," click on the drop-down menu, select "Waitlist," and click "Submit Changes." The page will refresh with your current schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlist on Nov 03, 2009	None	18400	ENGL	3660	001	Undergraduate	0.000	Standard Letter	Modern British Literature

Should enough students drop, you will be sent an email through the UVLink system directing you to register for the class within 24 hours. Failure to do so will result in you losing the available spot.