

How to use the Waitlist feature in UVLink:

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).

Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options

3. Select the term you are trying to register for (ie - 2010 Summer or 2010 Fall) in the the “Select a Term” menu. *2010 Spring was used as an example.*

Select Term

Select a Term: 2010 SPRING

Submit

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

CRNs

00000

Submit Changes Class Search Reset

(To find the CRN for a class go to:

https://uvaps.uvu.edu/pls/prod/bwckschd.p_disp_dyn_sched

select the term you need and click “Submit.” On the Class Schedule Search page, select the subject you require, then scroll down and click “Class Search.” This will bring up all courses for that subject. 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*)

Registration Add Errors

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 the “Action” 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. Once you have received your email simply go back to the “Add or Drop Classes” menu and locate your waitlisted class. Under the “Action” drop-down menu select “Register,” then click “Submit Changes.” The screen will refresh and you will now be registered for the course.

Please be aware that you only have 24 hours to register for the course after you receive your email notification. Failure to do so will result in you losing the available spot.