Add Yourself to a Course Waitlist

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

Log in to Access Stout with your User ID and Password.

1. Login
   Select Self Service.

2. From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.
   Select Self Service.

3. Select Student Center.
   Use the student center to manage school related activities.
Add Yourself to a Course Waitlist

Select **Enroll** in the Academics category of your Student Center.

1. Choose **Term** and then select **Search**.

2. Choose **Class Search** and then select **search**.

Choose the **appropriate term** and then select **Continue**.
Enter search criteria for the course you wish to waitlist, uncheck Show Open Classes Only, and then select Search.

Locate the course section that you would like to waitlist. To see more sections, select View All Sections or the “next page” arrow.

Select the Select Class button for the section you wish to waitlist.
Add Yourself to a Course Waitlist

Choose the **Wait list if class is full** option, then select **Next**, making sure to check the **enrollment information** for prerequisites, fees, and other notes.

**Choose Waitlist Option**

**Select Proceed to Step 2 of 3**

**Select Finish Enrolling** to complete your waitlist enrollment.
Verify that the course has been waitlisted successfully. You will automatically be enrolled in the course if/when a spot becomes available.

Verify Successful Waitlist Enrollment

3. View results

View the following status report for enrollment confirmations and errors:

WinTerm 2012 | Undergraduate | UW-Stout

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 102</td>
<td>Message: Class 1012 is full. You have been placed on the wait list in position number 1.</td>
</tr>
</tbody>
</table>

Successful Enrollment