Add Yourself to a Course Waitlist

1. Login
   - Log in to Access Stout with your User ID and Password.
   - **User ID:** your username
   - **Password:** ********

2. Select Self Service
   - Select Self Service

3. Select Student Center
   - Select Student Center

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Registration and records inspiring innovation. Learn more at www.uwstout.edu/regrec
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Select **Enroll** in the Academics category of your Student Center.

Choose the **appropriate term** and then click **Continue**.

Choose **Class Search** and then click **search**.
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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.
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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.

1. **Choose Waitlist Option**

2. **Select Proceed to Step 2 of 3**

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.

### 3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 132</td>
<td>Messages: Class 1012 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

[MY CLASS SCHEDULE] [ADD ANOTHER CLASS]