Wait List Instructions

If a class is closed you can add yourself to the wait list through UA Online (www.uaonline.alaska.edu)

Note: Not all classes have a waitlist option.

1. Log into Secured Area to access the Registration page

   If unsure how to register online, go to http://www.matsu.alaska.edu/students/admissions
   and follow the Online Registration instructions

2. After Logging into https://uaonline.alaska.edu, Click on “Student Services & Account Information”.

   Then select Registration.

3. Choose a Term, and select “Register/Add/Drop Classes”.

   Select Term
   Check Your Registration Eligibility
   - Includes academic and class standing
   Schedule Planner New!
   Create the perfect class schedule.
   Click here for quick tips!
   Schedule Planner Registration
   Course Schedule Search
   - Traditional and Distance Education courses
   Register/Add/Drop Classes

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Student Services 745-9746  info@matsu.alaska.edu
Wait List Instructions continued

4. Read and follow the instructions on the “Register/Add/Drop Classes” page.

Note: The ‘Class Search’ feature option will not work on full/closed classes. You must input the CRN number at the bottom of the “Registration/Add/Drop Classes” page to be added to the waitlist.

5. When registering if a box appears stating that you have registration errors. Select “OK”.

6. Click the pull-down arrow under change, to view your options.

7. If the class is full, the “Wait list” option will appear under the pull-down tab. Next to the pull-down tab a number will be listed. This is the number of students already on the wait list for that class.

Note: Not all classes have a waitlist option.

Select "Wait list" and click "Complete Registration Changes". You are now added to the wait list!

If space becomes available in a class and your name is at the top of the wait list, you will receive an auto-generated email sent to your PREFERRED email account instructing you to register within a certain amount of time through UAOnline (e.g. 48 hours). Note: Under the ‘Personal Information’ tab, you can choose or change your preferred e-mail address.

You will not be able to add yourself to a class wait list if:
- you have holds on your account
- you are enrolled or wait listed for another class that meets at the same time and day
- you do not meet the prerequisites or other restrictions for the class
- your course load (with the wait listed class included) would exceed the maximum number of credits allowed for the semester

8. If you decide to drop the class instead of being on the Wait list, just select "Drop - Web" on the pull-down tab and click “Complete Registration Changes.” You will be removed from the wait list.