



Waitlist Instructions in MyRecords

Quick Links:

- [MyRecords](#) – registration and student information portal
- [MyCUI](#) – Registration forms are located under MyRegistrar – Registrar Student Forms
- [Academic Calendars](#) – Deadlines and important dates
- [Degree Works](#) – Student degree audit and Grad Plans

Be sure to view your Student Profile in [MyRecords](#) to review your schedule and information.

- Log into MyRecords
- Click “Student”
- Click “Student Profile”

Waitlists:

If you are on a waitlist, be sure to check your Eagles email account daily as this is how you will be notified if a seat has become available.

Not all courses have waitlists. If you attempt to add a full course that does not have a waitlist, you will receive a “Close Section” error message at the top of the page that looks like this:



- If you receive this error, you should attempt to find another course with seats remaining or contact your advisor for assistance
- Be sure to click “Submit” to save your schedule in the meantime

If you attempt to add a full course that has a waitlist, you will receive an error message that looks similar to this:



- If you **do not** want to be on the waitlist, click “Submit” to remove the course from your schedule
- If you **do** want to be added to the waitlist, use the dropdown menu in the “Action” column to select the Waitlist option

	Status	Action
CO...	Errors Preventi...	Remove
HRIS...	Registered	Remove
BIOL...	Registered	**Registered*
ARCH...	Registered	**WAITLIST-NOT ENROLLED**
RE...	Registered	

- Click “Submit” to save your schedule
- Review the course Summary at the bottom, right of the page to make sure your schedule is as you want