

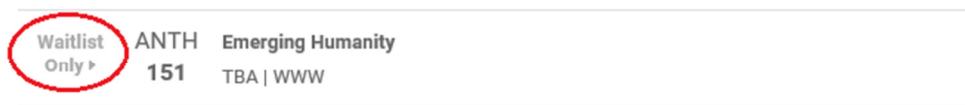
STAR GPS Registration Waitlist FAQs

1. What is a registration waitlist?

The registration waitlist is an electronic list of students waiting to register for a filled class. Once the maximum enrollment for a class has been reached and the class is full, some classes will have waitlist spaces available. Students may sign up for this electronic waitlist when they attempt to register for a class section that has reached its maximum enrollment. If a seat in the class becomes available, the first student on the registration waitlist for the class will be notified via email (notifications will only be sent to your hawaii.edu email account). Once notified, the deadline for you to register for the class varies between 24-48 hours from notification. The deadline will be specified on the notification email.

2. How can I find out if a class has waitlist spaces available?

When searching for a class in STAR, classes with waitlist spaces will have “Waitlist Only” next to the course subject and number.



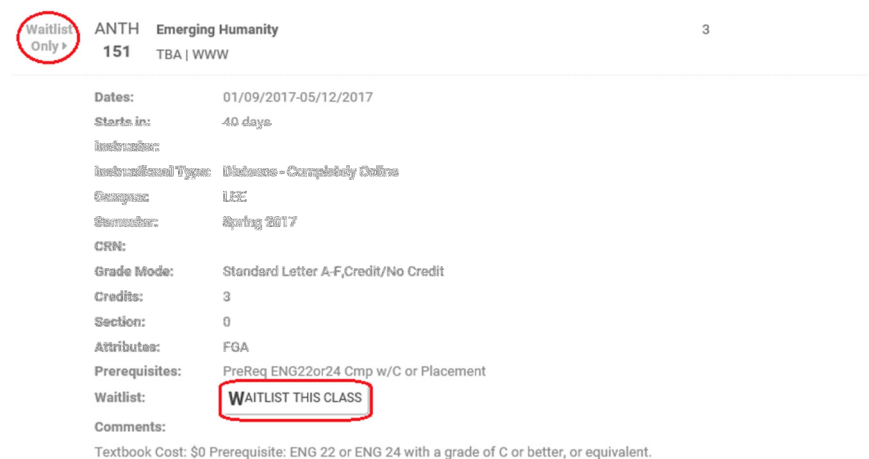
If there is no available seat on the waitlist or the course does not have a waitlist, the course will not appear on the course search.

3. The section I want to register for has no waitlist. Why and what can I do?

Not all classes will have waitlists. That decision is made at the campus where the class is being offered. If a class is closed and there is no waitlist, you may [contact the instructor](#) or the department to see if capacity overrides are an option.

4. How do I get on a registration waitlist?

If the class is filled and there are available waitlist spaces, click on “Waitlist Only” then in the details, click on “Waitlist This Class”



5. Do I have to qualify to get on the waitlist?

You must be eligible to register and you must meet all requirements for enrollment in the class, such as prerequisites and other course restrictions. If you do not meet the class registration requirements, you will not be allowed to waitlist for the class.

6. How can I tell if I was successful in getting on the waitlist?

If you are successful in getting on to a waitlist, the "Waitlist Only" will change to "I am Waitlisted" and waitlist status will give you the option to "UN-Waitlist This Class"

I am Waitlisted ANTH Emerging Humanity 151 TBA | WWW

Dates: 01/09/2017-05/12/2017
Starts in: 40 days
Instructor:
Instructional Type: Distance - Completely Online
Campus: LEE
Semester: Spring 2017
CRN:
Grade Mode: Standard Letter A-F,Credit/No Credit
Credits: 3
Section: 0
Attributes: FGA
Prerequisites: PreReq ENG22or24 Cmp w/C or Placement
Waitlist: CLASS WAITLISTED **UN-WAITLIST THIS CLASS**

Comments:
Textbook Cost: \$0 Prerequisite: ENG 22 or ENG 24 with a grade of C or better, or equivalent.

The information will also be listed on the STAR-GPS Registration Page

15 to FINISH v2.0 Back to Pathway Spring 2017 GPS-Registration

Course	Title	Cr	Instructor	Dates
NOT IN PLAN <input type="checkbox"/> NO COURSE SELECTED				SELECT A COURSE FOR THE REQUIREMENT
NOT IN PLAN <input type="checkbox"/> NO COURSE SELECTED				SELECT A COURSE FOR THE REQUIREMENT
Personal Choice <input type="checkbox"/> NO COURSE SELECTED				SELECT A COURSE FOR THE REQUIREMENT
Waitlist ANTH 151: Emerging Humanity CRN: 52373 REMOVE MOVE TO CART				
+ ADD PERSONAL CHOICE				

7. Where can I see my position on the waitlist?

You may view your position on the waitlist on the "View My Detailed Student Schedule" in MyUH. Your position number will automatically update if seats open up in the class. The student in the example below is currently 3rd on the waitlist. If a student in the class drops, this student's position will update to 2.

Type Time Days Where Date Range Schedule Type
Class 9:30 am - 10:55 am MWF West Hawaii B4 R1 Jan 10, 2011 - May 13, 2011 Lecture

World Civilization I - HIST 151 - 0
Associated Term: Spring 2011
Institution: Univ of Hawaii Maui College
CRN: 46993
Status: Waitlisted on Mar 05, 2011
Waitlist Position: 3
Notification Expires:

8. How will I know when a seat becomes available in the class I'm waitlisted for?

When a seat becomes available for you in the class that you've waitlisted for, an email will be sent to your hawaii.edu email address notifying you. The email will list the class and give you a deadline to register for this seat. It is important that you check your email frequently if you waitlist for any class. **Once the deadline to register for the seat has passed, the seat will be given to the next person on the waitlist.**

Sample Email from the UH Registration System:

Dear :

A class you have waitlisted for has a seat available for you. If this class is a duplicate or conflicts in meeting times with a class you are already registered for, you must drop that class before you can register for this waitlisted class.

Term:

Class:

Deadline to Register:

Please log in to MyUH <https://myuh.hawaii.edu>, click on "Add/Drop Courses". If you are directed to STAR GPS, click on "Register" for the upcoming semester. Click on "MOVE TO CART" for the waitlisted course and click "Submit Registration".

If you do not take action by the deadline above, you will be AUTOMATICALLY removed from the waitlist and the next student on the waitlist will be given the opportunity to register for the class. You will not receive notification of this action.

Please do not reply to this email. No action or response will be made to replies received. Thank you.

9. Once I've been notified of an available seat, how do I register for the class?

When you receive an email notification for an available seat in your waitlisted class, log in to MyUH <https://myuh.hawaii.edu>, click on "Add/Drop Courses". If you are directed to STAR GPS, click on "Register" for the upcoming semester. Click on "MOVE TO CART" for the waitlisted course and click "Submit Registration".

The screenshot shows the MyUH registration system interface. At the top, there is a navigation bar with "15th FINISH v2.0" on the left, "Back to Pathway" on the left, "Spring 2017 GPS-Registration" in the center, and "Remaining Balance \$0.00", "Total Charges \$0.00", and "MAKE PAYMENT" on the right. Below the navigation bar, there are three sections for course selection: "NOT IN PLAN" (with "NO COURSE SELECTED" and "SELECT A COURSE FOR THE REQUIREMENT"), "Personal Choice" (with "NO COURSE SELECTED" and "SELECT A COURSE FOR THE REQUIREMENT"), and "Waitlist" (with "ANTH 151: Emerging Humanity CRN: 52373", "REMOVE", and "MOVE TO CART" buttons). On the right side, there is a "Registration Summary" table with columns for days of the week (M, T, W, R, F, S, U) and rows for time slots (900a, 930a, 1000a, 1030a, 1100a, 1130a, 1200p, 1230p, 100p). A "SUBMIT REGISTRATION" button is highlighted with a red circle in the top right corner of the registration summary area.

The seat in the class is reserved for you up until the deadline specified in the notification email. Once notified, should you have initially chosen to drop the waitlisted class and then changed your mind and would now like to enroll, you may still do so up until the deadline noted in the email.

10. When is the deadline for me to register for the waitlisted class?

The email notification sent to you for the waitlisted class will let you know the deadline to register for the class. Please check your hawaii.edu email frequently to avoid missing your opportunity to register for your waitlisted class. The deadline will vary from 24-48 hours from the time the notification was sent.

11. I received an email notifying me of an available seat but I didn't register before the deadline. What should I do?

Once the registration deadline has passed, the seat is offered to the next student on the waitlist and is no longer available to you. If you are still interested in registering for the class, you may attempt to add yourself to the waitlist again. You will be added to the bottom of the waitlist.

12. May I sign up for more than one waitlist?

Yes, you may sign up for more than one waitlist. **We strongly urge you to select your waitlist classes carefully and drop yourself from all waitlists once your schedule has been finalized** so other students may have an opportunity to register for available classes in a timely manner.

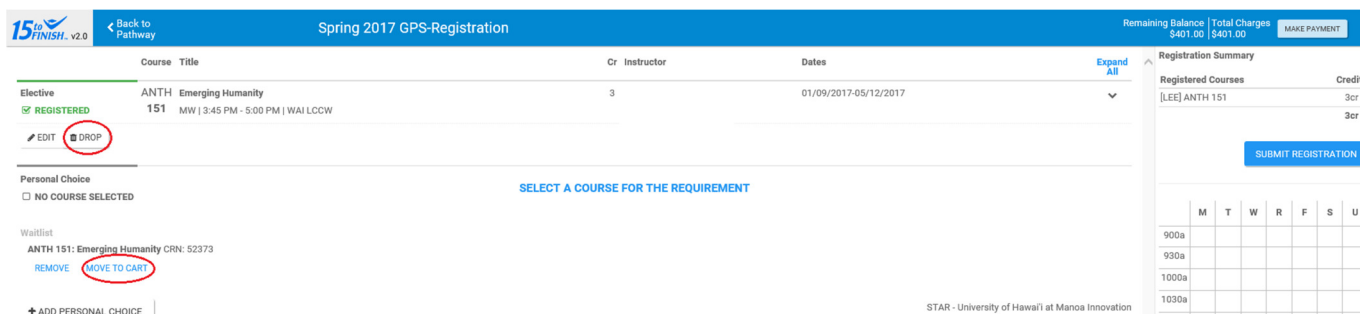
13. May I sign up for the waitlist for the same class (CRN) more than once?

You may only occupy only one waitlist space at a time for a specific CRN. If you receive notification of an available seat and fail to register by the deadline, you may attempt to add yourself to the same CRN waitlist again.

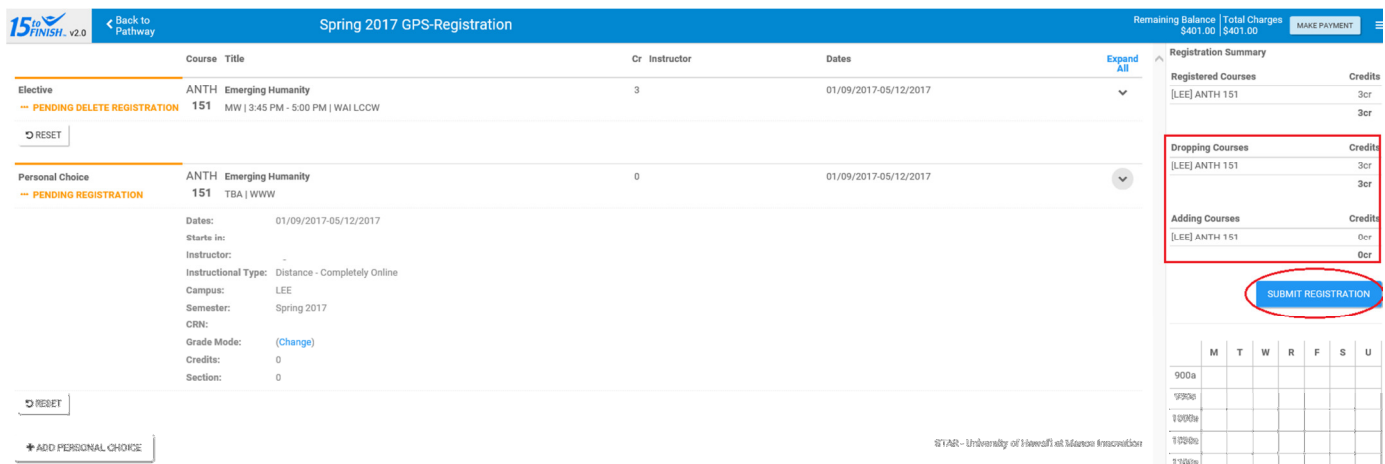
14. May I waitlist for a different section (CRN) of a course I am already registered in?

Yes, you may waitlist for a different section (CRN) of a course (e.g. ANTH 151) you are registered for. If you are notified of an available seat in the waitlisted section, you must drop the section you are already registered in before you can enroll in the waitlisted class. You will not be able to register for the waitlisted section if you are still registered for the original CRN.

Click on “Drop” for the course you want to drop and click on “Move to Cart” for the course you want to add



You can view the summary of transactions on the right side of the screen then click “Submit Registration”



15. May I sign up for waitlists for different sections of the same course?

Yes, if there are multiple sections (CRNs) of the same course that you would like to waitlist for, you may do so. Please waitlist only for sections (CRNs) that you really want to register for.

16. If I am notified to register for one waitlisted section of a course, will I be automatically dropped from the waitlists of the other sections of the same course?

No, you will not automatically be dropped. If you are no longer interested in the other sections, you must drop yourself from those waitlists. To drop your waitlisted class, go to the Add/Drop page on MyUH and select the drop option from the Action dropdown box for the waitlisted class.

You will, however, be automatically dropped from a waitlist when you are notified of an available seat and you do not register before the deadline. You will also be dropped from a waitlist if you are registered for other classes and do not make payment or sign up for the payment plan by the payment deadline. And remember, all waitlists across the UH system will be purged before the term begins.

17. Will I be charged tuition and fees for signing up for a waitlist?

No, if you are on a waitlist for a class, you are not registered for the class so you will not be charged tuition and fees for the waitlisted class. Tuition and fees are charged only for registered classes. If and when you register for the class, charges will then be applied.

If you are registered for other classes, you must pay your tuition and fees (or sign up for the payment plan) by the payment deadline. If you are disenrolled due to non-payment, you will also be dropped from all waitlists.

18. What if I no longer want the class that I am waitlisted for?

If you no longer want the class that you are waitlisted for, please “UN-waitlist this class”

I am Waitlisted	ANTH 151	Emerging Humanity TBA WWW
Date:	01/09/2017-05/12/2017	
Starts in:	40 days	
Instructor:		
Instructional Type:	Distance - Completely Online	
Course:	LEE	
Semester:	Spring 2017	
CRN:		
Grade Mode:	Standard Letter A-F,Credit/No Credit	
Credits:	3	
Section:	0	
Attributes:	FGA	
Prerequisites:	PreReq ENG22or24 Cmp w/C or Placement	
Waitlist:	CLASS WAITLISTED UN-WAITLIST THIS CLASS	
Comments:		
Textbook Cost: \$0 Prerequisite: ENG 22 or ENG 24 with a grade of C or better, or equivalent.		

19. What happens when waitlisting ends for the term?

The waitlist feature ends the day before the semester officially begins. All waitlists will then be purged. As of the first day of the semester through the late registration period, eligible students may register directly into the class should a seat open up.