

# Tippie Quick Guides

## How to get on the waitlist for a course in MyUI

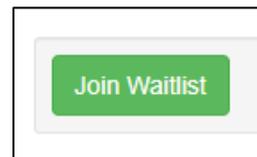
1. Log-in to MyUI. Click on Courses/Registration in the yellow banner. You should now see your schedule and be able to search for the course you are interested in.
2. Once you have found the course you are wanting to be on the waitlist for, click the BLUE link that says, "Join Waitlist".

Course #	Title	Hours	Notes	Enrollments
<a href="#">BUS:2200:0EXW</a>	Foundations for Success in Business Subsession: Off-cycle Aug 23, 2021 - Nov 12, 2021 Arranged Time World Wide Web Instructors: <a href="#">Josh Frahm</a> (Primary Instructor)	1 s.h.	Delivery Mode: Web This course will be taught online. DOE Distance Course (EX*)	<b>Waitlist</b> <b>(Join Waitlist)</b> 650 of 650 enrolled <a href="#">Add To Scheduler</a>

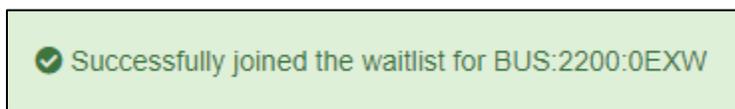
3. After clicking the link, you will then be brought a notification page. You can choose to be notified via SMS (text) and enter your information. This is recommended.  
*Note: Regardless of if you chose to be notified via SMS or not, you will receive a notification via your iowa email once a spot has opened in the course.*

4. If you chose to be notified via SMS (text), fill out your cell phone information and then click the GREEN button that says, "Join Waitlist".

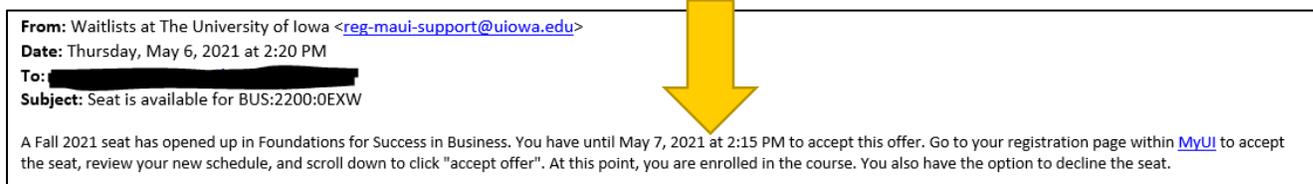
If you chose NOT to be notified via SMS ignore the previous step and click the GREEN button that says, "Join Waitlist".



5. After joining the waitlist, you will be brought back to the MyUI "Course / Registration" page and a confirmation message will appear.



6. If a seat has opened in the course, you will receive an email offering you the seat. **You must accept or decline within 24 hours of being offered a seat or it will be passed to the next person on the waitlist.** The date and time will be specified.



**Note: If you chose to receive a notification via SMS you will also get a text message like the image below along with the email.**



- To respond to the offer, click on the link within the email that will bring you back to the MyUI home page or log on to MyUI.
- Once you are on the home page of MyUI, log back in (if needed), and again click on the “Courses / Registration” tab. From there, scroll down until you see the course that you are on the waitlist for (below the calendar view of your schedule).

You currently are on 1 course waitlist					
Course #	Title	Time / Location	Hours	Flags*	Tools
<a href="#">BUS:2200:0EXW</a>	Foundations for Success in Business (Offered Seat - Available until 05/07/2021 at 02:15 PM ) Instructors: Josh Frahm (Primary Instructor)	Aug 23, 2021 - Nov 12, 2021 Arranged Time World Wide Web	1 s.h.	S/U	<a href="#">Accept Seat</a> <a href="#">Decline Seat</a>

- From here, you may either accept or decline the seat in the course by clicking the corresponding buttons.
- After making your decision, you will then be brought to a page confirming the course that you were waitlisted for. At the bottom of that same page, you will again see the accept and decline buttons.



- If you chose to accept the offer, after clicking the GREEN accept button (shown above), you will again be brought back to the “Courses / Registration” page and the following message will appear at the top of the page confirming your acceptance of the spot in the course.

