Self-Service Waitlist

Adding to a Waitlist

When searching for classes, if a class is closed and a waitlist has been set up on the class, you will see an “Add to Waitlist” button on the bottom right hand side of the class. To add yourself to the waitlist, you will simply click on the “Add to Waitlist” button. If the class is closed and the "Add to Waitlist" button is not populating, please contact registrar@law.uchicago.edu.

After clicking on the Add to Waitlist button, you will be prompted with a confirmation screen.

Clicking Yes, will continue the process and you will receive a message at the top of the page informing you that you have been added to the waitlist along with your position on the waitlist.

Viewing Your Waitlist Position

You can view your waitlist position in two different ways. It’s important to note that your waitlist position can shift if students ahead of you end up getting promoted into the class or if someone removes themselves from the waitlist.

To view your waitlist position from the My Classes page, you can drill into the class section in which you are waitlisted and view your position on the waitlist. You will need to look at each section individually for which you are waitlisted to view each waitlist position.
In addition, you can also view your waitlists for a given term from the Waitlist Position pagelet on your Student Homepage. The pagelet on the right hand side beneath your Weekly Schedule that will allow you to toggle between various terms to view your waitlist position(s).

Dropping a Waitlist

To remove or drop yourself from a waitlist, you can navigate to My Classes to view the classes for which you are enrolled and waitlisted. If you would like to remove yourself from a waitlist, you will need to click on the Drop Waitlist button.
After clicking on the Drop Waitlist button, you will be prompted with a confirmation screen. Please be aware that once you drop the waitlist, you will lose your position on the waitlist. If you decided to add yourself back onto the waitlist at a later date/time, you will be assigned a new position on the waitlist.

**Enroll from Waitlist**

If you receive notification that you have been granted permission to move off of the waitlist and into the class, you will see a button on your My Classes screen that says “Enroll from Waitlist”. This button will be available until your permission to enroll into the class has expired. This date will vary and will be communicated to you from the Law School Office of the Registrar.
After clicking on the Enroll From Waitlist button, you will be prompted with a confirmation screen.

By clicking "YES," you will be enrolled into the class. If the transaction is successful, you will receive a confirmation message at the top of the page. You can click on My Classes to refresh the page and you will see a green message on the class that you have been “Enrolled from Wait List.”

**Remember that the maximum number of credits for which you may be registered in at any one time is 14. If adding this class will result in a time conflict with another class, or put you over 14 credits, you must remove those conflicts from your schedule before you click "YES."**