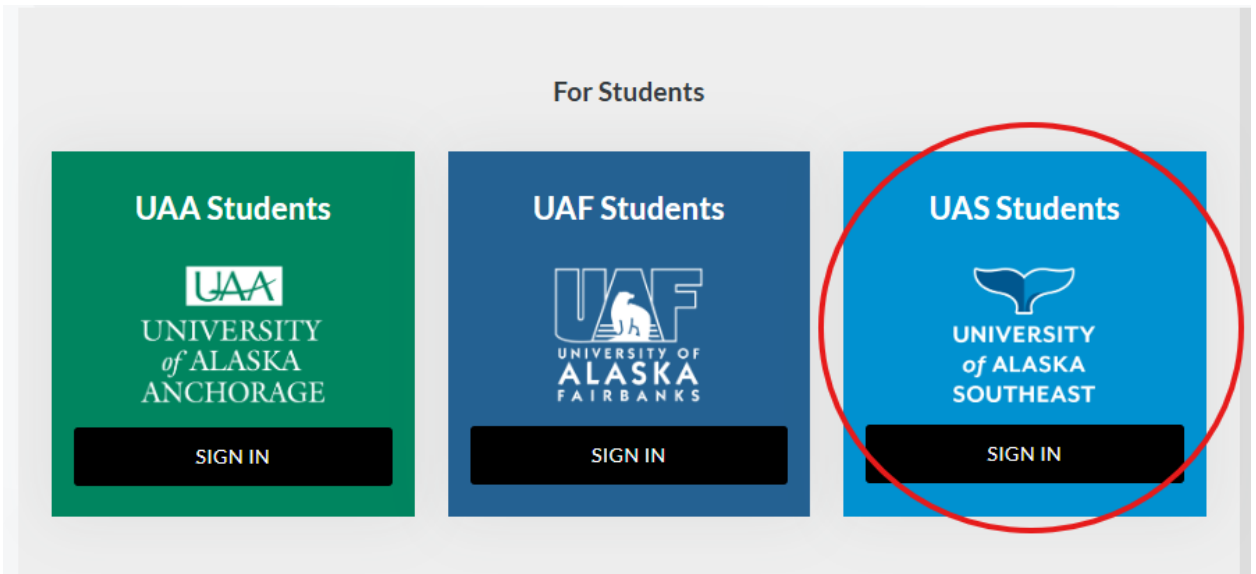


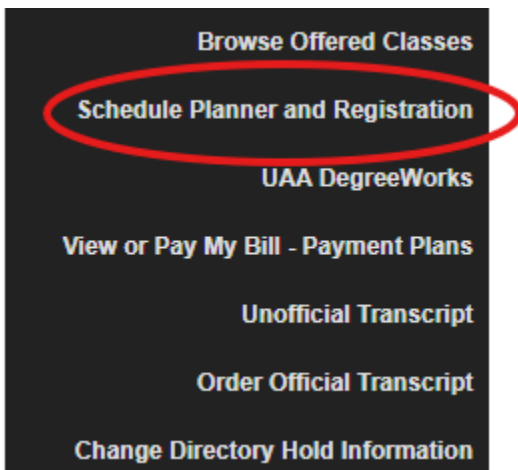
How to get on the wait list for a full class

This tutorial will show you how to add yourself to the waitlist for a class that is full and tell you what to expect if an opening should become available once you are on the waitlist.

1. Log into UAOnline at <https://alaska.edu/uaonline> and click the UAS student portal



2. Under the student menu click "Schedule Planner and Registration"



3. Select the term you want to register for

Select Term

☐ Summer 2025

☒ Fall 2025

✓ Save and Continue

4. Select the campus/es you want to search for

Select Campus

☐ Select All Campuses

☐ Select All UAA

☐ Select All UAF

☒ Select All UAS

☐ UAA - Anchorage Campus

5. Select Add Course

Courses

+ Add Course

☐ Select All

6. Use the search tool to find the course you want to add then click add course number.

Add Courses for Fall 2025

Search By Subject

Search By Section Attribute

Search By CRN

Search By Instructor

Subject

ART - Art

Course Number

S401 Advanced Ceramics

Art S401 - Advanced Ceramics

3 credits (1+4)
Advanced wheel work and hand building; advanced clay body and glaze calculation as needed. Study of the practical application of ceramics in commercial fields. May be repeated for credit.
Prerequisite: ART S301 or instructor permission.

The Subject is sometimes referred to as a prefix and is located before the Course Number.

◀ Go Back to Generate Schedules

+ Add Course Number

7. Then click “Go Back to Generate Schedules”

8. Back at the home page click “Generate Schedule”

Shopping Cart

✓	Info	Status	CRN	Subject	Course Number	Section	Credits	Seats Open	Seats Capacity	Waitlist Availability	Instructor	Day(s) & Location(s)	Dates	Campus	Section Attributes
✓		Not Enrolled	70079	ART	S401	J02	3	11	12	12	Jeremy M Kane	F 8:30am - 1:30pm - Soboleff Building 106	08/25/2025 - 12/13/2025	UAS - Juneau Campus	
Prerequisites Title: Advanced Ceramics															

Schedules

Generate Schedules

View Schedules

Generated 1 Schedule

[View](#) 1 ☐ S401-ART-J02

9. Then click View to add to the shopping cart

Schedules

Generate Schedules

Generated 1 Schedule

[View](#) 1 ☐ S401-ART-J02

Potential Schedule for Fall 2025

Back

Print

Email

Send to Shopping Cart

10. From your shopping cart you will need to click “Register”

Shopping Cart for Fall 2025

											Email	Edit Cart	Print	Register		
Color	Info	Status	CRN	Subject	Course Number	Section	Credits	Seats Open	Seats Capacity	Waitlist Availability	Instructor	Day(s) & Location(s)	Dates	Campus	Section Attribute	
		Not Enrolled	70079	ART	S401	J02	3	11	12	12	Jeremy M Kane	F 8:30am - 1:30pm - Soboleff Building 106	08/25/2025 - 12/13/2025	UAS - Juneau Campus		
Prerequisites Title: Advanced Ceramics																

11. You will need to click continue in the pop up windows to approve registration.

12. If the course is full you will get an error message saying you are not registered and can be added to the wait list. Click Ok if you wish to be added to the waitlist.

Registration Results

You are **not** registered for the following courses but waitlisting is available.

ART-S401, J02, Jeremy M Kane

Wait List ▼

OK

13. If you do not wish to be added to the wait list click the down arrow in the wait list box and change it to do nothing then click OK.

Registration Results

You are **not** registered for the following courses but waitlisting is available.

ART-S401, J02, Jeremy M Kane

Do Nothing ▼

OK

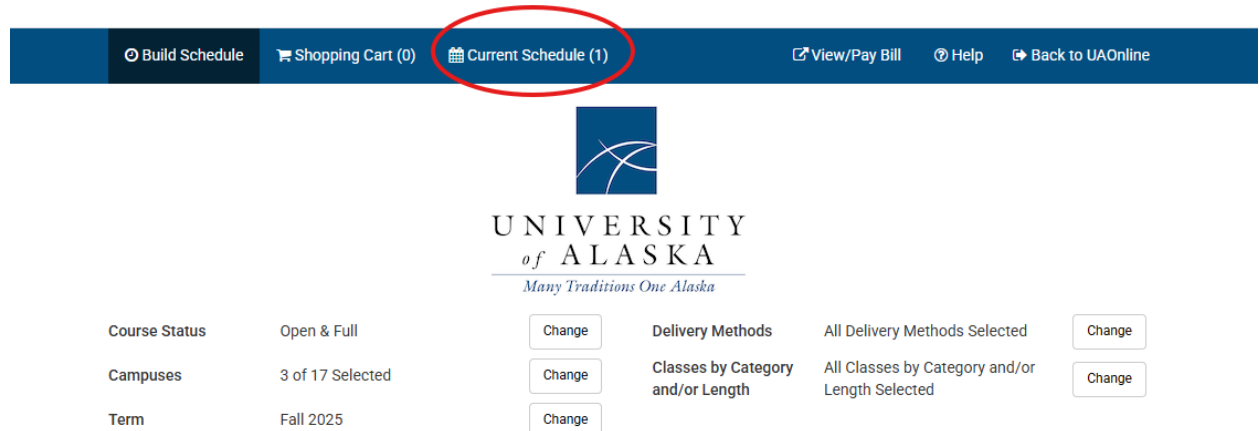
14. If a student drops a course that you are on a wait list for, and an opening becomes available, you will receive an email and then need to quickly log into UAOnline again to register for the class.

You will not be added automatically. If there are multiple students on the wait list, you may only have a limited amount of time (around 24 hours) before a notification is sent to the next student on the wait list about registering for the class.

To add a course you are waitlisted for.

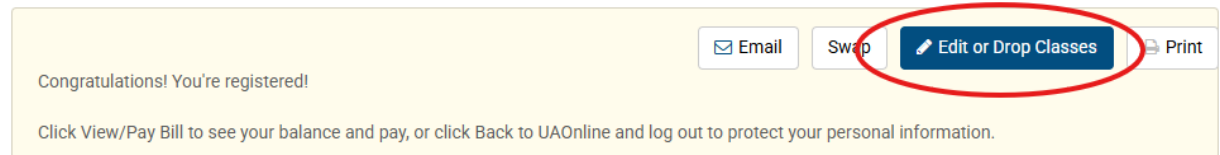
Once you receive approval to add from the waitlist, you will need to log into your current schedule in Schedule Planner from the student profile in UAOnline. See directions above for how to access.

1. When you enter Schedule Planner you will need to click on Current Schedule at the top of the page



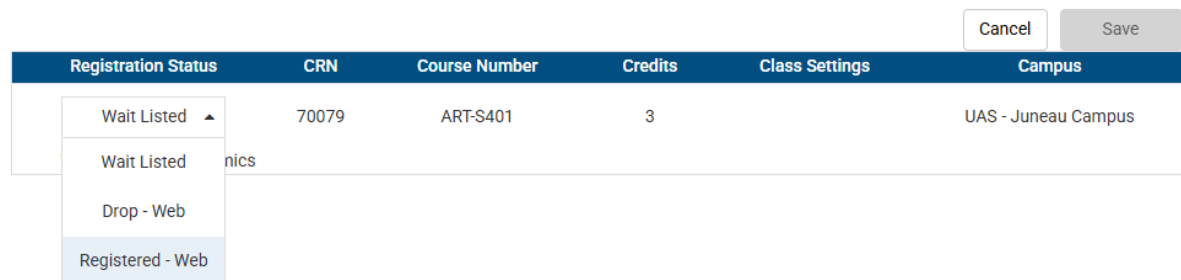
2. Click on Edit or Drop Classes

My Current Schedule for Fall 2025



3. For the course you wish to add you see a drop-down menu. Open the drop-down to see Registered Web.

Edit or Drop Classes for Fall 2025



4. Click Registered web then save. You will then be added to the course.