How to Waitlist for a Class:

Note: Do not use these directions if you are wanting to swap a currently enrolled course for a waitlisted course if it should become available. Instead use the How to Swap an enrolled class with a waitlist class instructions.

- From the university website, www.utdallas.edu, click on the Galaxy link.

- From the Galaxy page, click on Orion and login with your netid and password.

- Select the ‘Manage My Classes’ Tile.

- Select ‘Add a Class’.
• Select the term and click ‘Continue’.

• If you know the class number, enter the number and click on ‘enter.’ If you do not know the class number, you can click on search. Uncheck the box for ‘Show Open Classes Only’ so that wait listed courses will appear in your search.
• When looking at class if you want to see how many are already on the waitlist, click on the Section to see the section details.

![Class Section Details](image1)

• In the class detail information, look for the Class Availability section. It will show you what the max number of students that can waitlist (Wait List Capacity) and how many are currently waitlisted for the class (Wait List Total).

![Class Availability](image2)

• Select the class you want to waitlist for

![Class Selection](image3)

• When selecting the course, check the ‘Wait list if class is full’ box and then click on ‘Next’

![Course Preferences](image4)

• If you want the swap a class in your current schedule with the class you are waitlisting for, if you are able to get enrolled in the waitlisted class, make note of the class nbr and follow the **How to Swap an enrolled class with a waitlist class** instructions. Otherwise, click on ‘Proceed to Step 2 of 3’ after you have added all the classes you want to waitlist for (below).
• Confirm your classes and if correct click on ‘Finish Enrolling’

You will be notified that you have been placed on the waitlist and what your position number is in line. You will also be notified if there is an error(s) that is preventing enrollment from the waitlisted class, such as a Hold.