

How do I put myself on a waitlist, check my status, or remove myself from waitlist?

VERY IMPORTANT NOTE ABOUT WAITLISTS: If you are still on the waitlist for a course when the semester begins, **you MUST check in every day** (instructions on how to do this are below), or you will be automatically dropped from the waitlist. **If you are dropped from the waitlist, you will not be able to reclaim your spot.**

Additionally, you should note that being on a waitlist DOES NOT MEAN you will be granted a spot in that course. Never assume that placement on a waitlist will equal a spot in the course. Always have an alternate plan in the event you do not get into the course.

I. Adding yourself to the waitlist

1. Go to <http://www.testudo.umd.edu> and click on **Registration (Drop/Add)** and log in. You can go to the Registration Drop/Add tutorial if you need help remembering how to add a course.
2. In order to put yourself on a waitlist **you must have both the course number and the section number of the class.** Under the Course column, type in the course number and under the Section column, type in the section number. In this example we will use the course BSCI330 and the section 1108. (You can find the course and section numbers by going to the Schedule of Classes and then searching the listings) Press **Submit Changes.**

COURSE	SECTION	GRADING METHOD	CREDITS	ADDED	TIMES	ACTIONS
PHYS122	0102	Regular	4.00	04/26/16	MWF 1:00PM-1:50PM Tu 10:00AM-11:50AM Tu 9:00AM-9:50AM	EDIT DROP
ENGL390H	0201	Regular	3.00	04/14/16	MWF 10:00AM-10:50AM	EDIT DROP
CHEM271	2245	Regular	2.00	04/14/16	MW 11:00AM-11:50AM Th 2:00PM-2:50PM	EDIT DROP
CHEM272	8043	Regular	2.00	04/14/16	F 11:00AM-11:50AM Th 3:30PM-6:20PM	EDIT DROP
<input type="text" value="BSCI330"/>	<input type="text" value="1108"/>	<input type="text" value="Regular"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="Regular"/>	<input type="text"/>	<input type="text"/>		



3. You will be given a message that says the class is closed. Click on the **Add to Waitlist** button.

COURSE	SECTION	GRADING METHOD	CREDITS	ADDED	TIMES	ACTIONS
PHYS122	0102	Regular	4.00	04/26/16	MWF 1:00PM-1:50PM Tu 10:00AM-11:50AM Tu 9:00AM-9:50AM	EDIT DROP
ENGL390H	0201	Regular	3.00	04/14/16	MWF 10:00AM-10:50AM	EDIT DROP
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CHEM272	8043	Regular	2.00	04/14/16	F 11:00AM-11:50AM Th 3:30PM-6:20PM	EDIT DROP

BSCI330 1108 is closed.



4. Read the note at the top of the page about waitlist check-in. Be sure to click the box to confirm that you understand these conditions.

Waitlists (15) Open Sections (3)

Beginning the 1st day of classes, all students on a waitlist are required to confirm their intent to remain on that waitlist by checking in daily using the Waitlist Check-in application.

[Terms and Conditions for Waitlists and Holdfiles](#)

To continue, please confirm that you have read and understood the terms and conditions of using course waitlists and holdfiles.

TIMES	INSTRUCTOR
MWF 9-950am M 11am-150pm	Ades, Ibrahi
MWF 9-950am M 2-450pm	Ades, Ibrahi
MWF 9-950am Tu 11am-150pm	Ades, Ibrahi
MWF 9-950am W 11am-150pm	Ades, Ibrahi

[BSCI330](#) 0105 1



- Then scroll down and place a check mark next to the sections you would like to waitlist for. You can pick multiple sections. Click **Add to Waitlist** when you are completed.

Waitlists (15) Open Sections (3)

You may select up to 6 sections.
 ⊙ = TIME CONFLICT

COURSE	SECTION	STUDENTS ON WL	TIMES	INSTRUCTOR
<input type="checkbox"/> BSCI330 ⊙	0114	0	MWF 9-950am Th 2-450pm	Ades, Ibrahi
<input type="checkbox"/> BSCI330 ⊙	1101	1	TuTh 1230-145pm M 11am-150pm	Frauwirth, K
<input type="checkbox"/> BSCI330	1102	1	TuTh 1230-145pm M 2-450pm	Frauwirth, K
<input type="checkbox"/> BSCI330 ⊙	1103	1	TuTh 1230-145pm Tu 830-1120am	Frauwirth, K
<input type="checkbox"/> BSCI330	1104	3	TuTh 1230-145pm Tu 2-450pm	Frauwirth, K
<input type="checkbox"/> BSCI330 ⊙	1105	3	TuTh 1230-145pm W 11am-150pm	Frauwirth, K
<input type="checkbox"/> BSCI330	1106	3	TuTh 1230-145pm W 2-450pm	Frauwirth, K
<input checked="" type="checkbox"/> BSCI330	1108	1	TuTh 1230-145pm W 6-850pm	Frauwirth, K

- You will be sent back to the drop/add screen. Your waitlisted class will not show up in your schedule here, but the system will display a message saying that you were added to the waitlist.

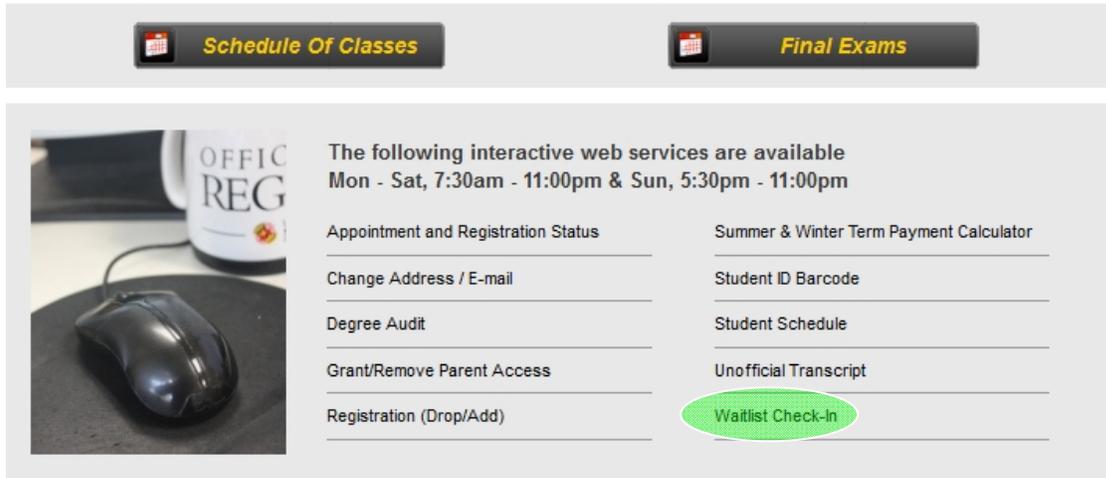
1 section was added to the waitlist

COURSE	SECTION	GRADING METHOD	CREDITS	ADDED	TIMES	ACTIONS
PHYS122	0102	Regular	4.00	04/26/16	MWF 1:00PM-1:50PM Tu 10:00AM-11:50AM Tu 9:00AM-9:50AM	EDIT DROP
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CHEM272	8043	Regular	2.00	04/14/16	F 11:00AM-11:50AM Th 3:30PM-6:20PM	EDIT DROP

Regular

II. Checking your waitlist status/checking in, and/or removing yourself from a waitlist

1. In order to check which classes you are waitlisted for, remove yourself from a waitlist, or perform a waitlist check-in, go to <http://testudo.umd.edu> and click on the **Waitlist Check-In**, and then log in.

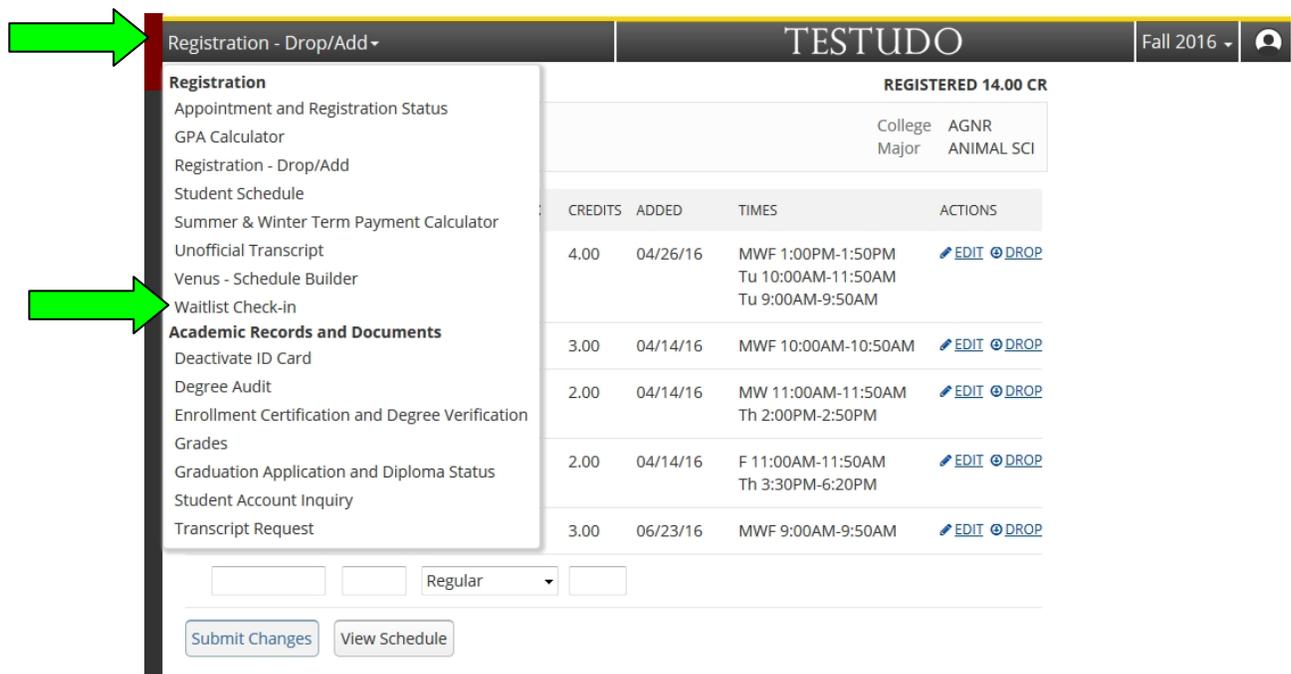


Schedule Of Classes **Final Exams**

The following interactive web services are available
Mon - Sat, 7:30am - 11:00pm & Sun, 5:30pm - 11:00pm

Appointment and Registration Status	Summer & Winter Term Payment Calculator
Change Address / E-mail	Student ID Barcode
Degree Audit	Student Schedule
Grant/Remove Parent Access	Unofficial Transcript
Registration (Drop/Add)	Waitlist Check-In

2. If already logged in to drop/add, you can also access the waitlist check-in by clicking on the Registration – Drop/Add menu, and then clicking on Waitlist Check-In.



Registration - Drop/Add **TESTUDO** Fall 2016

REGISTRED 14.00 CR

College AGNR
Major ANIMAL SCI

CREDITS	ADDED	TIMES	ACTIONS
4.00	04/26/16	MWF 1:00PM-1:50PM Tu 10:00AM-11:50AM Tu 9:00AM-9:50AM	EDIT DROP
3.00	04/14/16	MWF 10:00AM-10:50AM	EDIT DROP
2.00	04/14/16	MW 11:00AM-11:50AM Th 2:00PM-2:50PM	EDIT DROP
2.00	04/14/16	F 11:00AM-11:50AM Th 3:30PM-6:20PM	EDIT DROP
3.00	06/23/16	MWF 9:00AM-9:50AM	EDIT DROP

Regular

[Submit Changes](#) [View Schedule](#)

3. You are then directed to the waitlist check-in page. Once you have made it to this page you have successfully checked in for that day. The page will tell you when your next check in date. It also tells you what position you are on the waitlist and how to remove yourself from a waitlist. **Make sure you check in on the correct dates otherwise you will be automatically dropped from the waitlist.**

Waitlist Check-in ▾ TESTUDO Fall 2016 ▾

✔ You have checked-in today, Thursday, Jun. 23, 2016 for the Fall 2016 courses below.
Your confirmation number is 1466692831.

Your next mandatory check-in is Monday, Aug. 29, 2016.

You are **required** to check-in each day during the schedule adjustment period for this semester.
Failure to check-in results in losing your seat on the Waitlist or Holdfile.

COURSES NOT YET RECEIVED

▶ **BSCI330 (1108)**
You are **2nd on the WAITLIST**

Drop

4. From this page you can also drop yourself from the waitlist by clicking Drop next to the course and then Confirm Drop.

Waitlist Check-in ▾ TESTUDO Fall 2016 ▾

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COURSES NOT YET RECEIVED

▼ **BSCI330 (1108)**
Cell Biology and Physiology
Kenneth Frauwirth and Antony Jose

Lec	T,H 12:30 pm - 1:45 pm	BRB 1101
Lab	W 6:00 pm - 8:50 pm	BPS 0213

There is **1 student ahead of you** on the Waitlist.
For more info on Waitlist, [click here](#).

Are you sure you want to drop this course?

Cancel Confirm Drop