



## Office of the Registrar

# Guide to Checking Waitlist Positions on Smart Plan

1. Identify Waitlisted course on Smart Plan.

The screenshot shows the Smart Plan interface. On the left is a course schedule grid for Summer 2025, and on the right is a list of courses. The course MKTG 3335 (41246, Gary Payne) is highlighted with a red circle in the course list.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7 AM							
8 AM							
9 AM	ACCT 2302		ACCT 2302		ACCT 2302		
10 AM	BUAD 3335		BUAD 3335		BUAD 3335		
11 AM							
12 PM							
1 PM							
2 PM		BUAD 3301		BUAD 3301			
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

Summer 2025

Planned: 12 CR Registered: 12 CR Term limit: 12 CR

+ Add a course...

Course	CR	Status	Action
MKTG 4390 (41329, Sanjay Mehta) Strategic Marketing Management Strategic Marketing Management	3 CR	Registered Online	CHANGE No Action
MGIS 3310 (41181, Kamphol Wipa... Principles of MIS Principles of MIS	3 CR	Registered Online	CHANGE No Action
FINC 3320 (41107, Xiaoman Duan) Business Finance Advanced Hours Requirement 24 A	3 CR	Registered Online	CHANGE No Action
MKTG 3335 (41246, Gary Payne) Retailing Advanced Hours Requirement, Adva...	3 CR	Waitlist Online	CHANGE No Action

Update registration

2. Click on 5-digit CRN.

The close-up screenshot shows the course MKTG 3335 (41246, Gary Payne) with the 5-digit CRN 41246 circled in red.

Course	CR	Status	Action
MKTG 3335 (41246, Gary Payne) Retailing Advanced Hours Requirement, Adva...	3 CR	Waitlist Online	CHANGE No Action

Update registration



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3. Waitlist position is displayed under course description.

The screenshot displays a course registration interface. On the left, a course card for MKTG 3335 (Section 21 41246) is shown. The course title is 'Retailing' and it is a 3 CR course. A yellow circle highlights the text 'Waitlist position #3' under the course name. Below the course name, it says 'Retailing - Online Lecture'. The seating information is 'Seats: Full (40 / 40)' and 'Waitlist: (5 / 999)'. The instructor is listed as 'MKTG 3335 Gary Payne'. The start date is '05/29/2025' and the end date is '08/01/2025'. A description of the course follows: 'Students study the evolution of retailing, the scope of retailing, store location, store layout, organization, the customer, buying markets, receiving and marketing merchandise, mark-up, stock control, merchandise plan, fashions, retail credit, accounting, insurance, and sales promotion. Prerequisite: MKTG 3310.' In the center, a calendar view shows the course schedule for Summer 2025, with a '6 days of classes' indicator. On the right, a 'Summer 2025' summary shows 'Planned: 12 CR', 'Registered: 12 CR', and 'Term limit: 12 CR'. Below this, a list of courses is shown, including MKTG 4390, MGIS 3310, FINC 3320, and MKTG 3335. The MKTG 3335 entry shows 'Waitlist' status and a 'CHANGE' button. An 'Update registration' button is located at the bottom right of the course list.