

## Introduction

This document briefly describes the Wait List functionality and the steps required to add a wait list class as well as drop a wait list class. **Wait Lists will be available from the first day of early registration through the Saturday of the first week of classes.** The waitlist will **not** place you into a course **after this date**, even if open seats exist.)

If a seat becomes available during the second week of classes, you should drop the wait listed course from your student center, and then re-add the course through Student Center with a permission number.

### What does Wait List do?

- o Creates a queue of students for specific classes and enrolls **eligible** students in newly opened seats
- o A way to monitor class demand and **may** result in additional sections

### How does Wait List work?

- o Student has to meet several eligibility conditions to get on the class Wait List (read below)
- o Interested students register as a wait list student when the class is full
- o Each student is permitted to wait list up to 8 units
- o If a student is no longer interested in being on a wait list, **it is the student's responsibility to drop the course.**

### How to get on the Wait List?

- o The following conditions must be met:
  - o Class has to be full
  - o Student has a valid enrollment appointment
  - o Student does not have negative service indicators (holds) preventing registration
  - o Student's career is eligible to register for the course
  - o Student meets class pre- and co-requisites
  - o Registration complies with HSU's repeat policy

### How to get registered from the Wait List?

- o An automatic enrollment process registers students in the order of their wait list position number. The following conditions must be met:
  - o You must be enrolled in at least 1 unit of courses (otherwise you will be withdrawn from the university)
  - o A seat in the class has to open
  - o Student has a valid enrollment appointment
  - o Student does not have negative service indicators (holds) preventing registration
  - o Student's career is eligible to register for the course
  - o Student meets class pre- and co-requisites
  - o Registration complies with HSU's repeat policy
  - o Student will not exceed any registration unit caps
  - o Waitlisted class does not conflict with the time of any other classes
- o **If you waitlisted a lower division general education class which has seats reserved for new students the unused seats will be released to continuing students on the Saturday preceding the first day of classes. Make sure to log into your Student Center before classes begin to check your class schedule.**

## 1.0 Adding a Wait List Class

Process Steps	Screen Shot
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Log into your Student Center and follow these steps :

1. Select the "Add a Class" link.

**Ima's Student Center**

Academics

Enrollment **my class schedule**  
[Add a Class](#)

Academic History  
[Grades](#)  
[DARS](#)

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	ART 104N-1 LEC (21774)	TuTh 9:30AM - 10:50AM ARTB 102
	ART 290-2 ACT (21121)	MoWe 11:00AM - 1:50PM H74 101
	HED 231-1 LEC (26290)	Online course
	IT 104-10 LEC (25410)	MoWe 8:00AM - 8:50AM GH 218
	IT 104-12 LAB (25412)	We 9:00AM - 11:50AM JH 211
	PSCI 110-3 LEC (21286)	Mo 5:00PM - 7:50PM FH 118

2. If you don't know the specific class number select the "search" button

OR

If you do know the specific class number enter it in the field labeled: "Enter Class Nbr" and select the "enter" button to the right of it.

Ima Student go to ... >>

my class schedule class search add drop swap edit

Add Classes 1

### 1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

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Add a class using one of the following:

Search for Class Search for Classes search

OR

Enter Class Nbr 1056 enter

3. Select the checkbox labeled "Wait list if class is full".
4. Then select the "NEXT" button.

Ima Student go to ...

[my class schedule](#)
[class search](#)
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[edit](#)

### Add Classes

1 2 3

#### 1. Select classes to add - Enrollment Preferences

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#### ANTH 104 - Cultural Anthropology

**Class Preferences**

<b>ANTH 104-1</b>	Lecture	Wait List	<b>Wait List</b>	<input checked="" type="checkbox"/> Wait list if class is full
<b>Session</b>	Regular Academic Session		<b>Permission Nbr</b>	<input type="text"/>
<b>Career</b>	Undergraduate		<b>Grading</b>	Letter Grades (All Careers)
			<b>Units</b>	3.00
			<b>Instructor</b>	Teacher, Ima

[CANCEL](#)
[PREVIOUS](#)
[NEXT](#)


Section	Component	Days & Times	Location	Instructor	Start/End Date
1	Lecture	MoWeFr 9:00AM - 9:50AM	BSS 166	Ima Teacher	8/22/2011 - 12/16/2011

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[My Class Schedule](#)
[Class Search](#)
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go to ...

- Double check that you are wait listing for the correct section by checking in your **"Shopping Cart"**.
- Select the **"PROCEED TO STEP 2 OF 3"**.


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## Add Classes 1 2 3

### 1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

 ANTH 104 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

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Add a class using one of the following:



Search for Class

----- OR -----

Enter Class Nbr

**Fall Semester 2011 Enrollment Shopping Cart**

Open
  Closed
  Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	<a href="#">ANTH 104-1 (41056)</a>	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS 166	I. Teacher	3.00	

View All Classes in Cart    First  Last

[PROCEED TO STEP 2 OF 3](#)

**My Fall Semester 2011 Class Schedule**

You are not registered for classes in this term.

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go to ... 

7. Select the "FINISH ENROLLING" button

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## Add Classes 1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open  Closed  Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ANTH 104-1 (41056)</a>	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS 166	I. Teacher	3.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

[My Class Schedule](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)



8. Check for success symbol in the "Status" column and read the message carefully.

**NOTE:**

*If a seat becomes available you will be automatically enrolled in the class based on your wait list position and if you meet all of the enrollment requirements.*

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**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
ANTH 104	<p><b>Message:</b> Class 41056 is full. You have been placed on the wait list in position number 1. If a seat becomes available and you qualify for enrollment into the class, you will automatically be registered for the class, based upon your position number. If there is a time conflict with another class for which you are enrolled, you will NOT be registered for the wait listed class. As with all registered classes, it is your responsibility to drop the class if you do not wish to attend the class. If your position number is less than 5, you are strongly encouraged to attend the first class meeting. If you are enrolled in the class and fail to attend every class meeting during the first week of instruction, the instructor may opt to drop you from the class.</p>	✔

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)

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go to ...

## 2.0 Dropping a Wait List Class

### Process Steps

### Screen Shot

#### NOTE:

It is the student's responsibility to drop wait list class. Students who fail to drop wait list class and are automatically enrolled in a such class, will be fully responsible for any financial and/or academic (such as grades) consequences.

To drop a wait list class, log into your Student Center and follow these steps :

1. Select the **"Drop a Class"** link.
2. You will see a list of classes in which you are enrolled or waitlisted. Select the checkbox to the left of the wait listed class you want to drop. You can recognize wait list classes by a yellow triangle to the right of the class.
3. Next select the **"DROP SELECTED CLASSES"** button.

### Ima's Student Center

**Academics**

**Enrollment**  
[My Class Schedule](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[DARS](#)

other academic... >>

**This Week's Schedule**

	Class	Schedule
	ART 104N-1 LEC (21774)	TuTh 9:30AM - 10:50AM ARTB 102
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	PSCI 110-3 LEC (21286)	Mo 5:00PM - 7:50PM FH 118

weekly schedule ▶

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### Drop Classes

1 2 3

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

### Fall Semester 2011 | Undergraduate | Humboldt State University

Enrolled
  Dropped
  Wait Listed

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ANTH 104-1 (41056)</a>	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS 166	I. Teacher	3.00	
<input type="checkbox"/>	<a href="#">BA 110-1 (44592)</a>	Intro to Business (Lecture)	TuTh 11:00AM - 12:20PM	TBA	Staff	3.00	
<input type="checkbox"/>	<a href="#">HIST 104-1 (41076)</a>	Western Civilization to 1650 (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	Staff	3.00	
<input type="checkbox"/>	<a href="#">WS 301-1 (46169)</a>	The Artist: Women Artists (Lecture)		To be announced	Staff	3.00	

**DROP SELECTED CLASSES**

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- Verify that the class you are about to drop is the correct one.
- Then select the "FINISH DROPPING" button.

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[add](#)
[drop](#)
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[edit](#)

## Drop Classes 1 2 3

### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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✔ Enrolled   
 ✘ Dropped   
 ▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ANTH 104-1 (41056)</a>	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS 166	I. Teacher	3.00	▲

[CANCEL](#)   
 [PREVIOUS](#)   
 [FINISH DROPPING](#)

- You will see a confirmation that the class has been removed from your schedule. Make sure that you see a green check mark in the Status column

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## Drop Classes 1 2 3

### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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✔ Success: dropped   
 ✘ Error: unable to drop class

Class	Message	Status
ANTH 104	<b>Success:</b> This class has been removed from your schedule.	✔

[MAKE A PAYMENT](#)   
 [MY CLASS SCHEDULE](#)