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

**How does Wait List work?**
- Student has to meet several eligibility conditions to get on the class Wait List (read below)
- Interested students register as a wait list student when the class is full
- Each student is permitted to wait list up to 8 units
- 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?**
- The following conditions must be met:
  - Class has to be full
  - Student has a valid enrollment appointment
  - Student does not have negative service indicators (holds) preventing registration
  - Student’s career is eligible to register for the course
  - Student meets class pre- and co-requisites
  - Registration complies with HSU’s repeat policy

**How to get registered from the Wait List?**
- An automatic enrollment process registers students in the order of their wait list position number. The following conditions must be met:
  - You must be enrolled in at least 1 unit of courses (otherwise you will be withdrawn from the university)
  - A seat in the class has to open
  - Student has a valid enrollment appointment
  - Student does not have negative service indicators (holds) preventing registration
  - Student’s career is eligible to register for the course
  - Student meets class pre- and co-requisites
  - Registration complies with HSU’s repeat policy
  - Student will not exceed any registration unit caps
  - Waitlisted class does not conflict with the time of any other classes

- **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

<table>
<thead>
<tr>
<th>Process Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into your Student Center and follow these steps:</td>
<td>[Image of Student Center]</td>
</tr>
<tr>
<td>1. Select the “Add a Class” link.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>[Image of Class Schedule]</td>
</tr>
</tbody>
</table>

- Add Classes

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.
3. Select the checkbox labeled “Wait list if class is full”.
4. Then select the “Next” button.
5. Double check that you are wait listing for the correct section by checking in your “Shopping Cart”.

6. Select the “**PROCEED TO STEP 2 OF 3**”.
7. Select the "FINISH ENROLLING" button

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
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.
2.0 Dropping a Wait List Class

**Process Steps**

**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.
4. Verify that the class you are about to drop is the correct one.
5. Then select the “FINISH DROPPING” button.

6. 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.

3. View results

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