

## 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 until the end of first week of instruction.

### 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  - o You must be enrolled in at least 1 unit of courses (otherwise you will be withdrawn from the university)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

## 1.0 Adding a Wait List Class

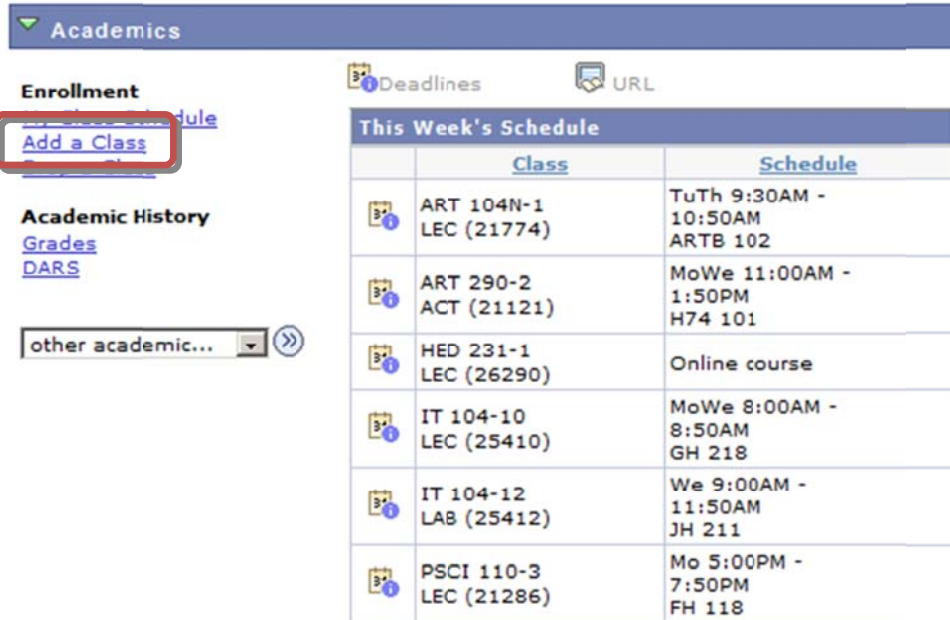
### Process Steps

### Screen Shot

Log into your Student Center and follow these steps :

1. Select the “Add a Class” link.

#### Ima's Student Center



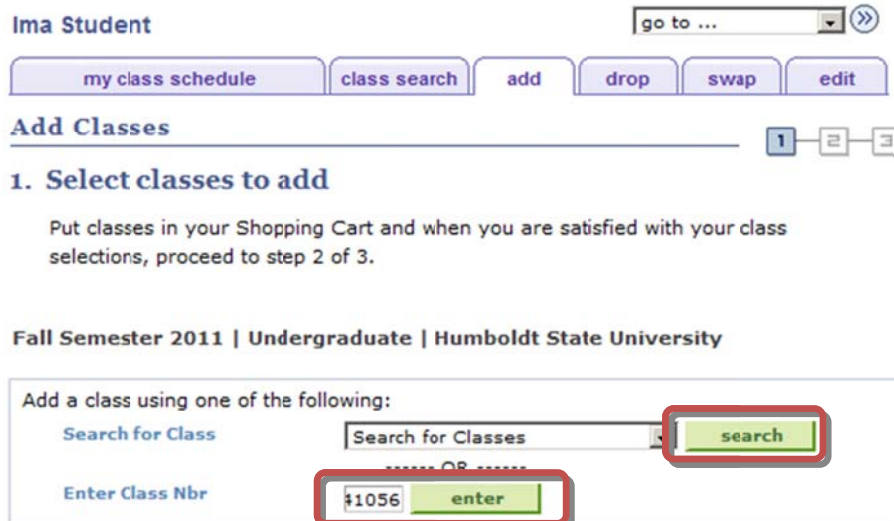
The screenshot shows the 'Academics' section of the student center. Under the 'Enrollment' heading, the 'Add a Class' link is highlighted with a red box. Other links include 'Academic History', 'Grades', and 'DARS'. A dropdown menu is set to 'other academic...'. To the right, the 'This Week's Schedule' table is visible.

	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.



The screenshot shows the 'Add Classes' page. At the top, there is a 'go to ...' dropdown menu. Below it are buttons for 'my class schedule', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'Add Classes' section is titled '1. Select classes to add'. Below this is the instruction: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' The page header indicates 'Fall Semester 2011 | Undergraduate | Humboldt State University'. At the bottom, there is a form to 'Add a class using one of the following:'. The 'Search for Class' field is empty, and the 'search' button is highlighted with a red box. The 'Enter Class Nbr' field contains '1056', and the 'enter' button is also highlighted with a red box.

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

Ima Student go to ... >>

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### Add Classes

1 2 3

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

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#### ANTH 104 - Cultural Anthropology

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#### Class Preferences

ANTH 104-1	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>
<b>Career</b>	Undergraduate			<b>Grading</b>
				Letter Grades (All Careers)
			<b>Units</b>	3.00
			<b>Instructor</b>	Teacher, Ima

[CANCEL](#)
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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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go to ... >>

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".

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**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.

 **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							
<input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> 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	
<a href="#">View All Classes in Cart</a> <span style="margin-left: 20px;">First  1 of 1  Last</span>							

**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](#)**

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go to ... >>

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>	

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## 2.0 Dropping a Wait List Class

### Process Steps

### Screen Shot

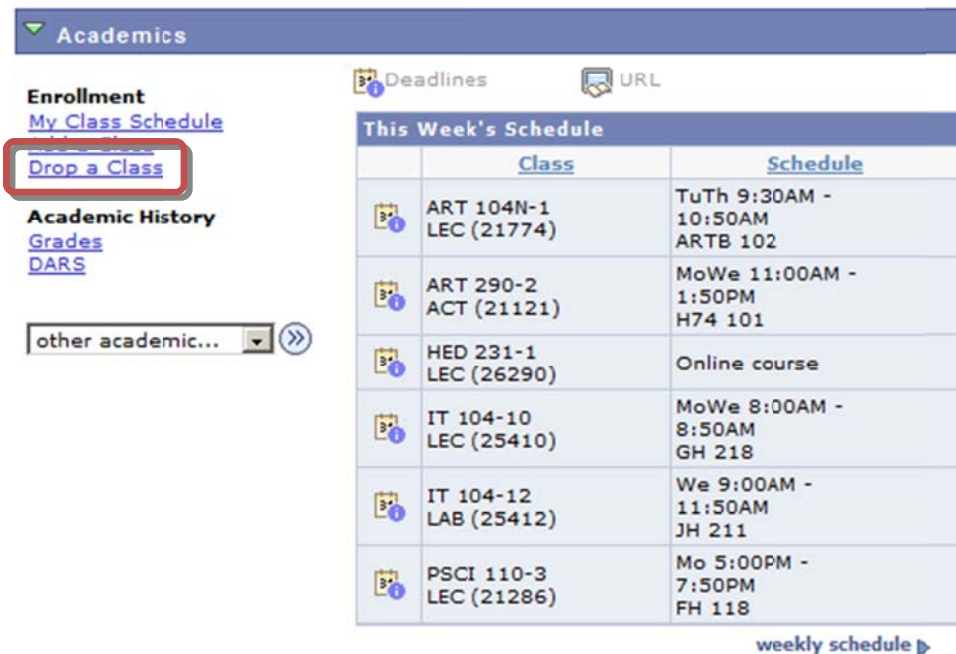
#### NOTE:

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



The screenshot shows the 'Academics' section of the student center. Under the 'Enrollment' tab, the 'Drop a Class' link is highlighted with a red box. Below it, there is a dropdown menu labeled 'other academic...' and a search icon. To the right, the 'This Week's Schedule' table is visible, listing classes like ART 104N-1, ART 290-2, HED 231-1, IT 104-10, IT 104-12, and PSCI 110-3.

### Ima Student

my class schedule class search add drop swap edit

### Drop Classes

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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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**

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

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**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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<span style="color: green;">✔</span> Enrolled <span style="color: blue;">✘</span> Dropped <span style="color: orange;">⚠</span> 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	<span style="color: orange;">⚠</span>

[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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<span style="color: green;">✔</span> Success: dropped <span style="color: red;">✘</span> Error: unable to drop class		
Class	Message	Status
ANTH 104	<b>Success:</b> This class has been removed from your schedule.	<span style="color: green;">✔</span>

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