Wait list process – Student View

1. **Enrolling in a full course with waitlist enabled** (Main Menu > Self Service > Student Center)
   a. Click the “Enroll” hyperlink from left hand column in the Academics section of the student center.
   b. Select the appropriate radio button for the desired term and continue
   c. **Select classes to add**: Click the “Search” button to perform a class search.

   ![Add Classes](add_classes.png)

   **1. Select classes to add**

   To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

   ![Fall 2018 Shopping Cart](shopping_cart.png)

   **My Fall 2018 Class Schedule**

   You are not registered for classes in this term.

   ![go to top](go_to_top.png)
d. **Enter Search Criteria:** Enter the desired subject and course number and uncheck the “Show Open Classes Only” box.
e. **Search Results:** Click the “Select” button for the desired course with a waitlist status (Yellow triangle symbol)
f. **Select classes to add – Enrollment Preferences:** Check the “Wait list if class is full” then click “Next” to add the course to your shopping cart.
g. Select classes to add: Click the “Proceed to Step 2 of 3” button to continue checking out the course.
h. **Confirm classes**: Click the “Finish Enrolling” button

![Image of Confirm classes]

- Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

**Sample View**

- **Fall 2018 | Undergraduate | Salisbury University**
- **Status**

- **BUAD 103-151 (1502)**
  - **Description**: INTRODUCTION TO BUSINESS (Lecture)
  - **Days/Times**: 
  - **Room**: 151 Perdue Hall
  - **Instructor**: 
  - **Units**: 3.00
  - **Status**

- **Finish Enrolling** button

i. **View results**: Check to make sure you were added to the courses waitlist.

![Image of View results]

- **View the following status report for enrollment confirmations and errors**:

**Sample View**

- **Fall 2018 | Undergraduate | Salisbury University**
- **Status**

- **BUAD 103**
  - **Message**: Class 1502 is full. You have been placed on the waitlist in position number 5.
  - **Status**

2. **Seeing waitlisted classes** (Main Menu > Self Service > Student Center)
   - a. Select “Class Schedule” from the “other academic...” drop-down in the Academics section and click the “>>” (Go) button to proceed.
b. **My Class Schedule:** Uncheck “Show Enrolled Classes”, “Show Dropped Classes” and ensure the “Show Waitlisted Classes” is checked. Then click the “Filter” button.

3. When a seat becomes available students will be enrolled according to the department’s policies.
Note: Students can only Wait List in 8 credit hours for Fall and Spring semesters, and 4 credit hours in Winter and Summer semesters.

Note: If a student adding a wait list would cause them to go over the 19 credit hour limit, it will not allow them to be added to the wait list.