Guide to Enrolling on a Waitlist for a Full (Closed) Class

Please Note the following:

- Wait list does NOT guarantee students will be enrolled (registered) in a class section.
- Students will be automatically enrolled depending on their position on the wait list & the availability of seats in the class. Students will need to check their schedule for updates.
- If you have exceeded maximum credits per term and/or you are choosing to wait list for a course you are already registered for, wait list process will NOT move you from wait list to enrolled list unless you use swap function (see below for instruction).

1. Login to CUNYFirst at https://home.cunyfirst.cuny.edu
2. Select Self Service followed by Student Center
3. In the Academics section, click the Enroll link
4. On the Add Classes page, select class by entering the Class Nbr → Press Enter option or Find Classes → Class Search → Press Search option. Remember to uncheck the “Show Open Classes Only” box when using the Class Search option. Please note: Not all classes offer wait list.
If the class is offering a waitlist option, you will see the following **Wait list icon**.

Add Classes

1. Select classes to add - Enrollment Preferences

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BU 102 - PRINC OF ACCTG II

Class Preferences

<table>
<thead>
<tr>
<th>BU 102-E124</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait List</td>
<td></td>
</tr>
</tbody>
</table>

Permission Nbr

Grading
Undergraduate Letter Grades

Units
4.00

Enrollment Information

- PREREQ: BU101 WITH A GRADE OF C- OR BETTER

Requirement Designation

Regular Non-Liberal Arts

- Take Requirement Designation

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>Lecture</td>
<td>Tu 11:10AM - 12:00PM</td>
<td>Admin Bldg 313</td>
<td>Kathleen Villani</td>
<td>08/28/2014 - 12/23/2014</td>
</tr>
</tbody>
</table>

Click on the Wait List check box and click **Next**.
5. Verify information and click *Proceed to Step 2 of 3* and then click on *Finish Enrolling.*

![Image of a shopping cart with a green checkmark indicating the class has been added to the cart.]

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Add to Cart:
Enter Class Nbr

Find Classes
○ Class Search
○ My Planner

2014 Fall Term Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 102-E124</td>
<td>Tu 11:10AM - 12:00PM MoTh 11:10AM - 1:00PM</td>
<td>Admin Bldg 313</td>
<td>K. Villani</td>
<td>4.00</td>
<td>▲</td>
</tr>
</tbody>
</table>

**Add Classes**

**2. Confirm classes**

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

![Image of a shopping cart with a green checkmark indicating the class has been added to the cart.]

**2014 Fall Term | Undergraduate | Queensborough CC**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 102-E124</td>
<td>PRINC OF ACCTG II (Lecture)</td>
<td>Tu 11:10AM - 12:00PM MoTh 11:10AM - 1:00PM</td>
<td>Admin Bldg 313</td>
<td>K. Villani</td>
<td>4.00</td>
<td>▲</td>
</tr>
</tbody>
</table>
6. You will receive a **message** that the class is full & you have been placed on the waitlist with an assigned number.

### Add Classes

#### 3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 102</td>
<td><strong>Message:</strong> Class 47060 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Success: enrolled**        **Error: unable to add class**
Guide to Swapping Enrolled Class for a Waitlist Class

1. Repeat Steps 1-3 as indicated on first page of this guide.
2. On the Swap a Class page, select the class you wish to swap from the Select from your schedule dropdown menu.
3. In the With This Class section, choose the wait listed class you wish to add by using the Search for Class. Select from Shopping Cart or entering the Class Nbr option. Remember to uncheck the “Show Open Classes Only” box when using the Class Search option.

4. If the class is offering a waitlist option, you will see the Wait list icon (as shown below)
5. Click on the Wait List check box and click Next.
Swap a Class

1. Select a class to swap - Enrollment Preference

2014 Fall Term | Undergraduate | Queensborough CC

BU 102 - PRINC OF ACCTG II

Class Preferences

<table>
<thead>
<tr>
<th>BU 102-E124</th>
<th>Lecture</th>
<th>Wait List</th>
<th>Wait List if class is full</th>
<th>Permission Nbr</th>
<th>Grading</th>
<th>Units</th>
<th>Requirement Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regular Non-Liberal Arts</td>
</tr>
</tbody>
</table>

Session: Regular Academic Session
Career: Undergraduate

Enrollment Information

- PREREQ: BU 101 WITH A GRADE OF C- OR BETTER

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
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<td>Lecture</td>
<td>Tu 11:10AM - 12:00PM</td>
<td>Admin Bldg 313</td>
<td>Kathleen Villani</td>
<td>08/28/2014 - 12/23/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MoTh 11:10AM - 1:00PM</td>
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<td>Kathleen Villani</td>
<td>08/28/2014 - 12/23/2014</td>
</tr>
</tbody>
</table>

Next
6. Verify information and click on Finish Swapping.

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 111-B135</td>
<td>INTR MED-EARL MW</td>
<td>MoWeFr 8:10AM - 9:00AM</td>
<td>Medical 134</td>
<td>N. Lopez-Jantzen</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>(39955)</td>
<td>(Lecture)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

With this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 102-E124</td>
<td>PRINC OF ACCTG II</td>
<td>Tu 11:10AM - 12:00PM, MoTh 11:10AM - 1:00PM</td>
<td>Admin Bldg 313</td>
<td>K. Villani</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>(47060)</td>
<td>(Lecture)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. You will see that the class has been swapped. You will receive a message that the class is closed & you have been placed on the waitlist with an assigned number.
Guide to Dropping Waitlist Class(es)

1. Repeat Steps 1-3 as indicated on page 1. Click drop
2. On the Drop Classes page, select checkbox next to the course(s) that has the waitlist icon. Click Drop Selected Classes→ Finish Dropping. You will receive a message that you have removed class from waitlist.
2. Confirm your selection

Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY’s Tuition Schedule.

Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

Drop Classes

3. View results

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

Success: dropped

Error: unable to drop class

This class has been removed from your schedule.