1. Log into Student Self Service (SiS). Select Enrollment under the Academics headings and then select the term you wish to enroll in.

2. Enter the class number then click the “Enter” button or select class search to search all available sections of the course (please review the “adding a class” tutorial for searching classes).

3. On the enrollment Preference screen the yellow triangle will indicate the course selected is on a wait list. Check the Wait List box and select next.
4. The selected course has now been added to your shopping cart. You will need to proceed to step 2 of 3 to finish enrolling.

5. Confirm your selection and select finish enrolling.

**2. Confirm classes**

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.
6. You have successfully added yourself to the wait list.

Important Note: Students will not be auto-enrolled from the waitlist if any one of the following conditions exist:

- Co-requisites or prerequisites for the waitlist class are not met.
- Financial hold
- Student is already enrolled in a different section of the same course
- Chose to be added to a waitlist for both a lecture, lab and or recitation, but only one of those waitlisted sections has an open seat when the process is run. Due to the requisite enrollment requirement the wait list will not enroll you.

If any of the conditions above exists, the auto-enroll system will enroll the next wait-listed student.

7. If you receive a red X, an error has occurred and you were not added to the wait list. Please see below for possible reasons you could receive in error when trying to wait list a course.

- Prerequisites/co-requisites for the class are not met
- Instructor consent is required to enroll in the class
- Student has a hold on their account
- Waitlist is at capacity
- Term unit limit is exceeded with enrolled and/or waitlisted courses: Fall and Spring Semester: 20.0
- Time conflict between a currently enrolled or waitlisted class