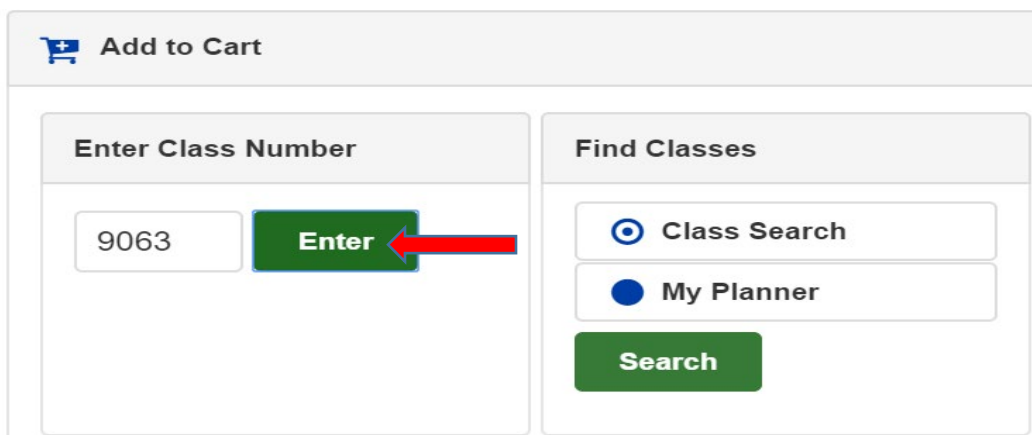1. Log into Student Self Service (SiS). Select Enrollment under the Academics headings and then select the term you wish to enroll in.

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)
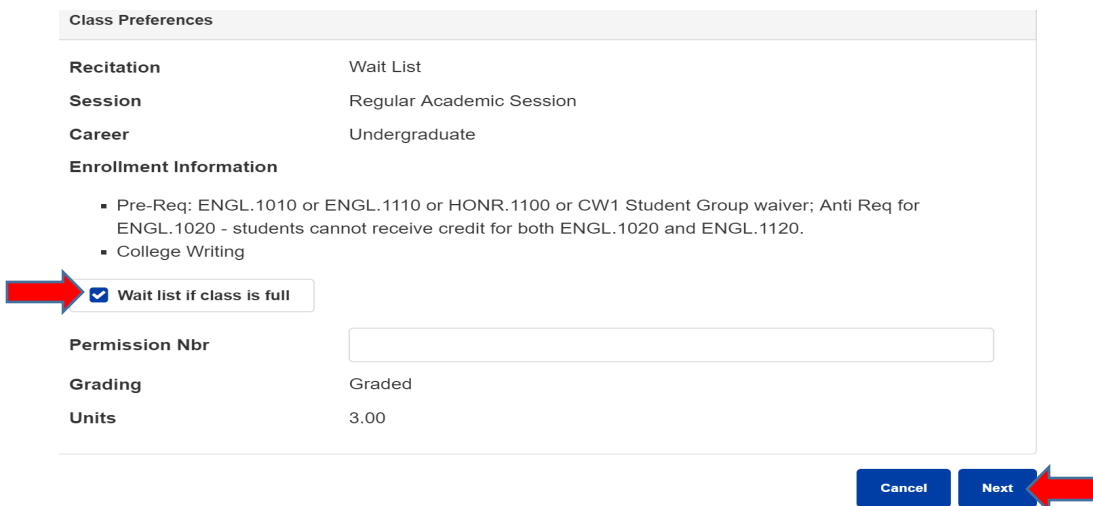
3. In the "class preferences" section, check "Wait list if class is full" and then next. Selecting next adds the wait listed course in your shopping cart. You will need to select continue.
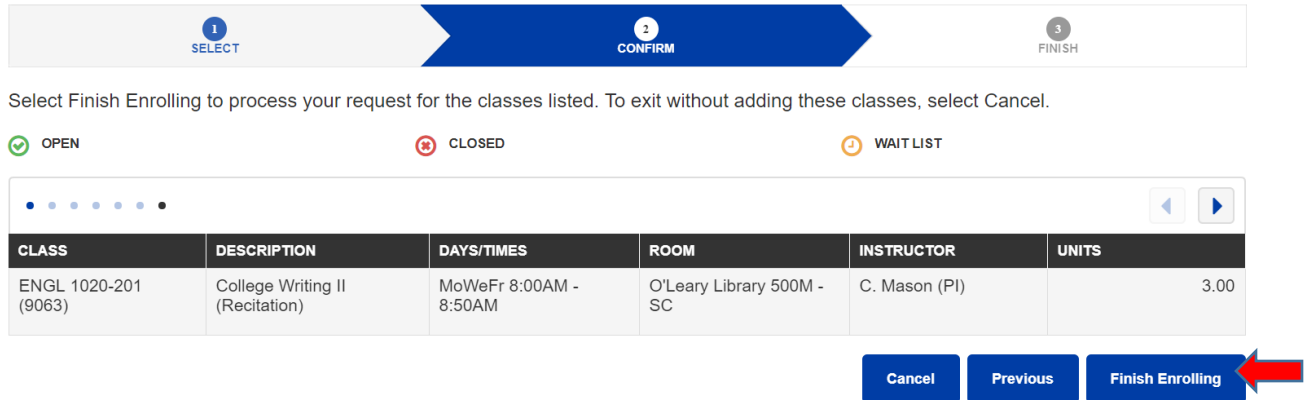
4. Confirm the classes on the "confirm class" screen and select finish enrolling.

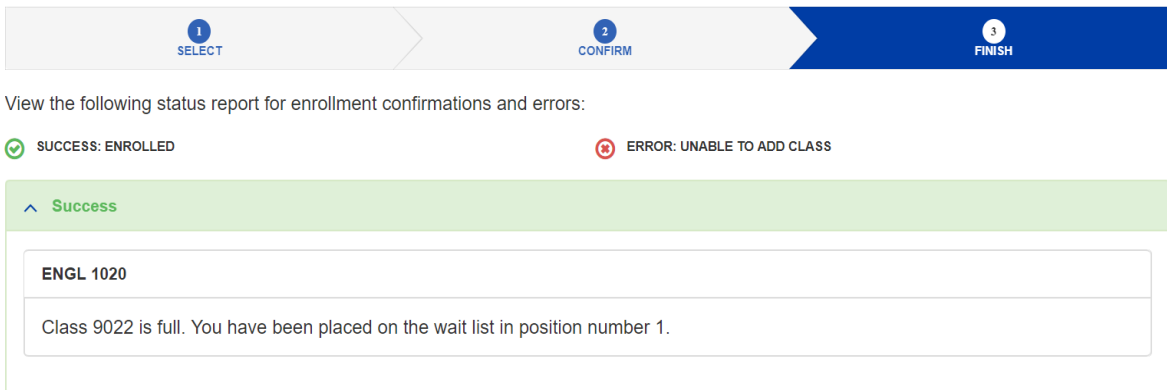|		
1 SELECT	**2** CONFIRM	**3** FINISH

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

✓ OPEN   ✗ CLOSED   🕐 WAIT LIST

• • • • • • •

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
ENGL 1020-201 (9063)	College Writing II (Recitation)	MoWeFr 8:00AM - 8:50AM	O'Leary Library 500M - SC	C. Mason (PI)	3.00

Cancel   Previous   **Finish Enrolling**

5. You have successfully added yourself to the wait list.

1 SELECT	**2** CONFIRM	**3** FINISH

View the following status report for enrollment confirmations and errors:

✓ SUCCESS: ENROLLED   ✗ ERROR: UNABLE TO ADD CLASS

^ **Success**

ENGL 1020

Class 9022 is full. You have been placed on the wait list in position number 1.

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.
- 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.

6. 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