

SiS – Wait List Classic


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.

ENGL 1020 - College Writing II

Class Preferences

ENGL 1020-201 Recitation  Wait List **Wait List** Wait list if class is full

Session Regular Academic Session **Permission Nbr**

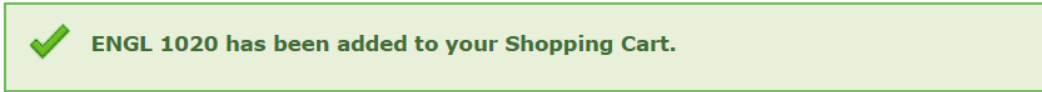
Career Undergraduate **Grading** Graded

Enrollment Information **Units** 3.00

- Pre-Req: ENGL.1010 or ENGL.1110 or HONR.1100 or CW1 Student Group waiver; Anti Req for ENGL.1020 - students cannot receive credit for both ENGL.1020 and ENGL.1120.
- College Writing

Section	Component	Days & Times	Room	Instructor	Start/End Date
201	Recitation	MoWeFr 8:00AM - 8:50AM	O'Leary Library 500M - SC	Carl Mason (PI)	01/22/2019 - 05/03/2019

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.



2019 Spring | Online & Continuing Education |
University of Mass Lowell

[change term](#)

Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

My Planner

[search](#)

2019 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGL 1020-201 (9063)	MoWeFr 8:00AM - 8:50AM	O'Leary Library 500M - SC	C. Mason (PI)	3.00	

[PROCEED TO STEP 2 OF 3](#)

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.

2019 Spring | Online & Continuing Education | University of Mass Lowell

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
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](#)

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

2019 Spring | Online & Continuing Education | University of Mass Lowell

 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
ENGL 1010	Message: Class 9018 is full. You have been placed on the wait list in position number 1.		
MAKE A PAYMENT		MY CLASS SCHEDULE	
ADD ANOTHER CLASS			

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