
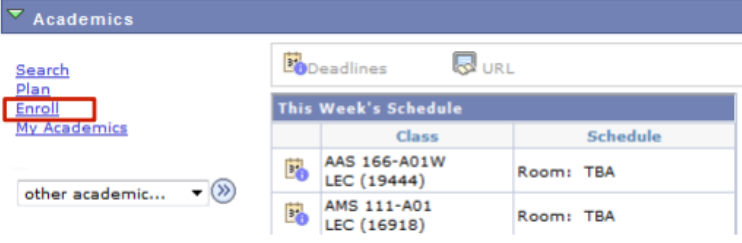
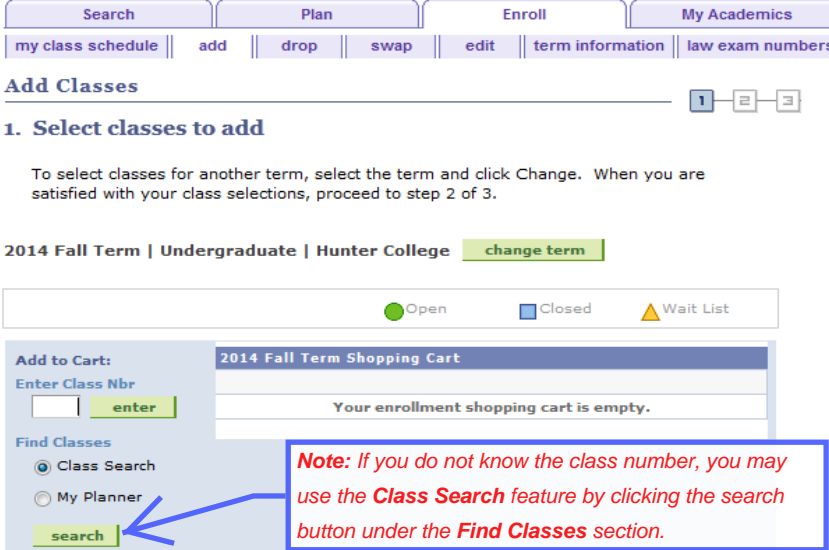


This document provides the necessary instructions to add a Wait List Class as well as drop a Wait List class. Should you have any other inquiries regarding the Wait List option please refer to the FAQ's listed on the One Stop page in the Hunter College website at: <http://www.hunter.cuny.edu/onestop/student-faqs>

Adding a Wait List Class:

Students may use the self-service wait list feature in CUNYfirst when a class is full and a wait list option is available. (Note: Not all classes offer wait list options)

Step	
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to log into CUNYfirst.
2.	Enter your CUNYfirst Username and Password to and click the Login button.
3.	<p>Click on the Self Service link under Enterprise Menu</p> 
4.	Navigate to Self Service > Student Center .
5.	<p>On the Student Center page under the Academics section, click the Enroll link.</p> 
6.	<p>Once the term has been selected, select the classes you would like to add. You can enter the specific class number in the Enter Class Nbr box and click 'enter'.</p>  <p>Note: If you do not know the class number, you may use the Class Search feature by clicking the search button under the Find Classes section.</p>

*Note: Courses with the wait list option will show the wait list icon ▲ next to the status of the section once the search results appear.

Add Classes



Search Results

When available, click View All Sections to see all sections of the course.

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<p>My Class Schedule</p> <p>You are not registered for classes in this term.</p>	<p>Shopping Cart</p> <p>Your shopping cart is empty.</p>
--	--

The following classes match your search criteria Course Subject: **Computer Science**, Course Number is exactly '12700', Show Open Classes Only: **No**

[Return to Add Classes](#)

NEW SEARCH MODIFY SEARCH

Open
 Closed
 Wait List

▼ CSCI 12700 - INTRODUCTION TO COMPUTER SCIENCE

First 1-9 of 9 Last

Section 01-LEC(11778)	Status ▲	select class
---------------------------------------	----------	------------------------------

Click **Select Class** once you have identified the wait list course you would like to be added to.

7.

Once the wait list availability has been verified, click on the **Wait list if class if full** check box and proceed to click the **NEXT** button.

Add Classes



1. Select classes to add - Enrollment Preferences

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BIO 230 - MICROBIOLOGY

Class Preferences

BIO 230-01A	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Four Week - First	Grading	Undergraduate Letter Grades
Career	Undergraduate	Units	4.00
Enrollment Information		Requirement Designation	
<ul style="list-style-type: none"> Prerequisite 2-100 Level Biology Day Class 		Regular Liberal Arts	

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01A	Lecture	MoWe 8:00AM - 12:25PM	Science 2101	Staff	06/03/2013 - 07/03/2013
		TuTh 8:00AM - 12:25PM	Science 2103	Staff	06/03/2013 - 07/03/2013

8. Then click the **Proceed to Step 2 of 3** button.

Add Classes 1 2 3

1. Select classes to add

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

BIO 230 has been added to your Shopping Cart.

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Open Closed Wait List

Add to Cart:

Enter Class Nbr

Find Classes
 Class Search
 My Planner

2013 Summer Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIO 230-01A [2406]	MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM	Science 2101 Science 2103	Staff	4.00	

9. Check that the wait list icon appears under the status column, and then click the **FINISH ENROLLING** button to proceed to the next step.

Add Classes 1 2 3

2. Confirm classes

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

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIO 230-01A (2406)	MICROBIOLOGY (Lecture)	MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM	Science 2101 Science 2103	Staff	4.00	

10.

Check for success symbol in the **status** column and read the message(s) carefully.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
BIO 230	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
	Message: Class 2406 is full. You have been placed on the wait list in position number 1.	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Note:

✓ **Success**

After successfully being added to the wait list class section, please take note of your wait list position number. Students may be automatically enrolled in class sections depending on their position on the wait list, if seating becomes available and all enrollment requirements are met.

✗ **Error**

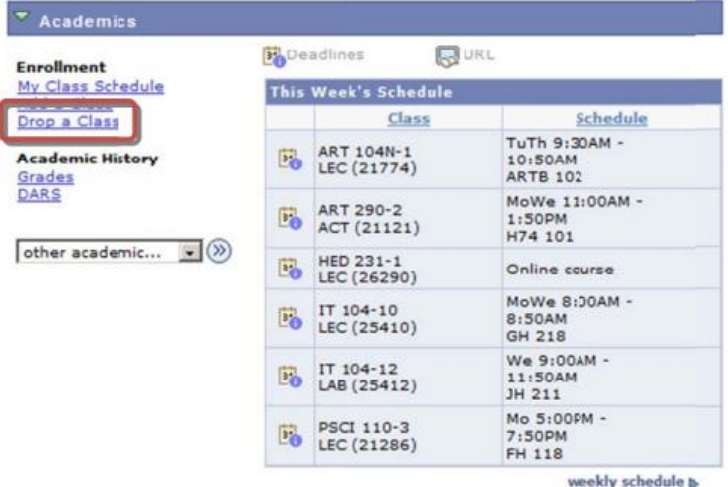
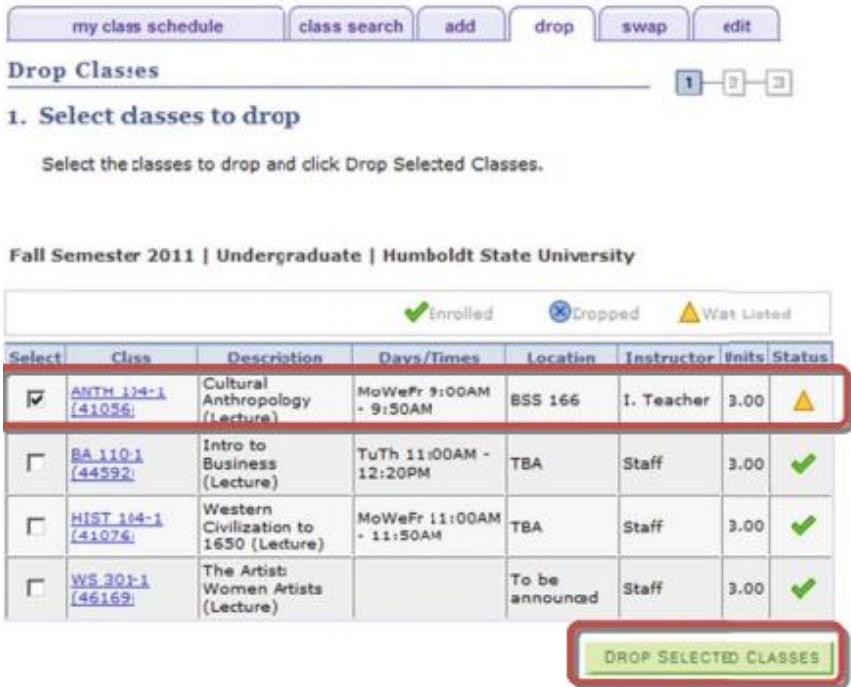
To view the explanations of the error messages you may receive please refer to the FAQ section listed on the One Stop page in the Hunter College website at:

<http://www.hunter.cuny.edu/onestop/student-faqs>

Dropping a Wait List Class:

It is the student's responsibility to drop any courses they may be wait listed for. Students who fail to do so will be automatically enrolled in such class, will be fully responsible for any financial and/or academic (such as grades) consequences.

To drop from a wait list class, log into your **Student Center** and follow these steps:

Step	Action																																								
1.	<p>Select the Drop a Class link.</p>  <table border="1" data-bbox="925 577 1380 955"> <caption>This Week's Schedule</caption> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ART 104N-1 LEC (21774)</td> <td>TuTh 9:30AM - 10:50AM ARTB 102</td> </tr> <tr> <td>ART 290-2 ACT (21121)</td> <td>MoWe 11:00AM - 1:50PM H74 101</td> </tr> <tr> <td>HED 231-1 LEC (26290)</td> <td>Online course</td> </tr> <tr> <td>IT 104-10 LEC (25410)</td> <td>MoWe 8:00AM - 8:50AM GH 218</td> </tr> <tr> <td>IT 104-12 LAB (25412)</td> <td>We 9:00AM - 11:50AM JH 211</td> </tr> <tr> <td>PSCI 110-3 LEC (21286)</td> <td>Mo 5:00PM - 7:50PM FH 118</td> </tr> </tbody> </table>	Class	Schedule	ART 104N-1 LEC (21774)	TuTh 9:30AM - 10:50AM ARTB 102	ART 290-2 ACT (21121)	MoWe 11:00AM - 1:50PM H74 101	HED 231-1 LEC (26290)	Online course	IT 104-10 LEC (25410)	MoWe 8:00AM - 8:50AM GH 218	IT 104-12 LAB (25412)	We 9:00AM - 11:50AM JH 211	PSCI 110-3 LEC (21286)	Mo 5:00PM - 7:50PM FH 118																										
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2.	<p>You will see a list of courses in which you are enrolled or waitlisted. Select the checkbox to the left of the wait listed course you would like to drop. Then select the Drop Selected Classes button.</p> <p><i>*Note: The courses with a wait list will appear with the wait list icon ▲ to the right of the course.</i></p>  <p>Fall Semester 2011 Undergraduate Humboldt State University</p> <table border="1" data-bbox="373 1459 1201 1795"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Location</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ANTH 104-1 (41056)</td> <td>Cultural Anthropology (Lecture)</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>BSS 166</td> <td>I. Teacher</td> <td>3.00</td> <td>▲</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BA 110-1 (44592)</td> <td>Intro to Business (Lecture)</td> <td>TuTh 11:00AM - 12:20PM</td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HIST 164-1 (41076)</td> <td>Western Civilization to 1650 (Lecture)</td> <td>MoWeFr 11:00AM - 11:50AM</td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>WS 301-1 (46169)</td> <td>The Artist: Women Artists (Lecture)</td> <td></td> <td>To be announced</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table>	Select	Class	Description	Days/Times	Location	Instructor	Units	Status	<input checked="" type="checkbox"/>	ANTH 104-1 (41056)	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS 166	I. Teacher	3.00	▲	<input type="checkbox"/>	BA 110-1 (44592)	Intro to Business (Lecture)	TuTh 11:00AM - 12:20PM	TBA	Staff	3.00	✓	<input type="checkbox"/>	HIST 164-1 (41076)	Western Civilization to 1650 (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	Staff	3.00	✓	<input type="checkbox"/>	WS 301-1 (46169)	The Artist: Women Artists (Lecture)		To be announced	Staff	3.00	✓
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3. Verify that the class you are about to drop is the correct one and click on the **Finish Dropping** button.

my class schedule class search add drop swap edit

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ANTH 104-1 (41056)	Cultural Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	BSS :66	I. Teacher	3.00	

CANCEL PREVIOUS **FINISH DROPPING**

4. You will then see a confirmation that the class has been removed from your schedule. Make sure that you see a green check mark in the **Status** column.

my class schedule class search add drop swap edit

Drop Classes 1 2 3

3. View results

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

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Success: dropped
 Error: unable to drop class

Class	Message	Status
ANTH 104	Success: This class has been removed from your schedule.	

MAKE A PAYMENT MY CLASS SCHEDULE