CUNYFirst Student Self Service: 
Wait List Instructions

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](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)*

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to log into CUNYfirst.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter your CUNYfirst Username and Password to and click the <strong>Login</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the <strong>Self Service</strong> link under Enterprise Menu</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Enterprise Menu" /></td>
</tr>
<tr>
<td>4.</td>
<td>Navigate to <strong>Self Service &gt; Student Center</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>On the <strong>Student Center</strong> page under the Academics section, click the <strong>Enroll</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Student Center" /></td>
</tr>
<tr>
<td>6.</td>
<td>Once the term has been selected, select the classes you would like to add. You can enter the specific class number in the <strong>Enter Class Nbr</strong> box and click ‘enter’.</td>
</tr>
</tbody>
</table>

*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.*
*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.

Hunter College | 2014 Fall Term

My Class Schedule

You are not registered for classes in this term.

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria: Course Subject: Computer Science, Course Number is exactly: 12780, Show Open Classes Only: No

Return to Add Classes

NEW SEARCH

MODIFY SEARCH

CSCI 12780 - INTRODUCTION TO COMPUTER SCIENCE

First 1-9 of 9 Last

Section 01-LEC(14775)

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

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

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the <strong>Drop a Class</strong> link.</td>
</tr>
</tbody>
</table>

![Image of drop a class action]

2. 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.

*Note: The courses with a wait list will appear with the wait list icon ▲ to the right of the course.*
3. Verify that the class you are about to drop is the correct one and click on the **Finish Dropping** button.

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.