

# WAITLISTING A CLASS





## WAIT LISTING A COURSE

Search	Degree Planner	Enroll	My Academics
my class schedule	add	drop	term information
Add Classes			

#### 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.

#### Spring 2015 | Undergraduate | Cal State San Marcos

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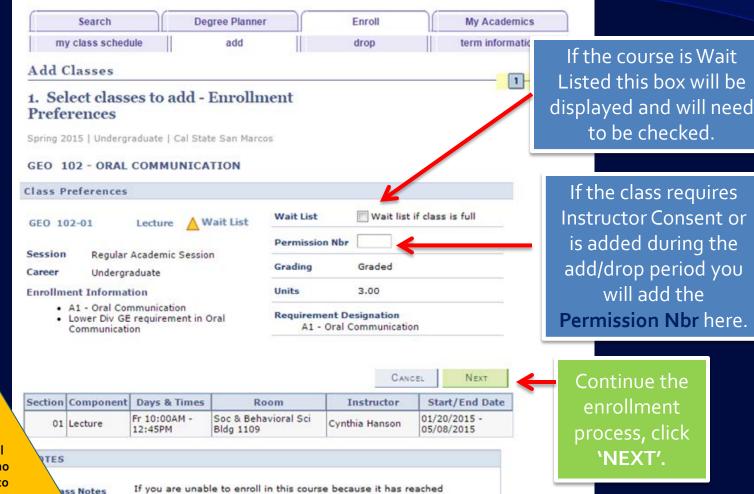
If you don't know the specific class number select the 'search' button OR If you do know the specific class number enter it in the field labeled: 'Enter Class Nbr' and select the 'enter' button.



### WAIT LISTING A COURSE CONTINUED....

Note: Once the semester begins, most faculty will use waitlists to determine which "crashers" get into available seats. You must be on that waitlist prior to start of the semester to be considered.

> Yellow triangle indicates a class is currently full but will consider students who place themselves onto the waitlist



If you are unable to enroll in this course because it has reached maximum capacity, you have the option of placing yourself on a waitlist. When a student is added to the waitlist, they are assigned the next available position number. If seats become available, the instructor or department will contact you via your CSUSM e-mail account to provide you a permission number to enroll yourself from the waitlist into the class. The permission number can only be used for this specific class section.



# You ONLY have waitlisted the class when you see a

Search		Enroll		My	Academics			
my class schedule	add		drop	t	term informati	on		
Add Classes								
3. View results					Ŀ			
View the following status report for enrollment confirmations and errors:								
Spring 2015   Undergraduate   (	Cal State San Success: enro		× Erro	r: unable to	add class			
Class	Message				Status			
GEO 102-01	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.				~			
	Message: Class 40317 is full. You have been placed on the wait list in position number 1.				<ul><li>✓</li></ul>			
		MY CLA	SS SCHEDULE	ADD AN	OTHER CLASS			

You are now number one on the waitlist!



# Have QUESTIONS E-mail us through eAdvisor:

http://www.csusm.edu/academicadvising/eadvisor/index.html