

How to use wait list

Wait List creates a queue of students for specific classes and enrolls eligible students in newly opened seats. It is a way to monitor class demand and may result in additional sections.

Wait Lists will be available from the first day of early registration through the Saturday of the first week of classes. (The waitlist will not place you into a course after this date, even if open seats exist.)

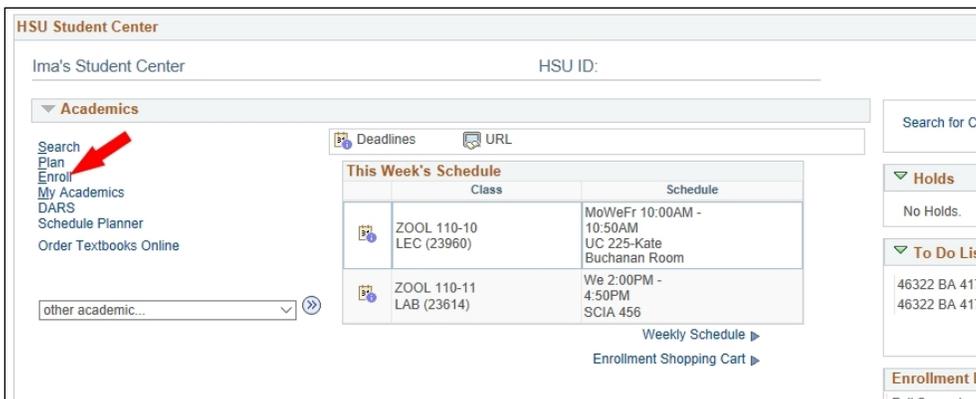
If a seat becomes available **during the second week of classes**, you should drop the wait listed course from your student center, and then re-add the course through Student Center with a permission number

The Rules

- The course has to be full
- You need a valid enrollment appointment
- You cannot have any negative service indicators (holds) preventing registration
- Your career is eligible to register for the course
- You meet the class prerequisites and co-requisites
- Registration complies with HSU's repeat policy
- You may "wait list" up to 8 units.
- If you are no longer interested in being on a wait list, it is your responsibility to drop the course

Log into your Student Center and follow these steps:

Step 1: Select the **Enroll** link.



The screenshot shows the HSU Student Center interface. At the top, it says "HSU Student Center" and "Ima's Student Center" with an "HSU ID:" field. Below this is a navigation menu with "Academics" expanded, showing links for "Search", "Plan", "Enroll", "My Academics", "DARS", "Schedule Planner", and "Order Textbooks Online". A red arrow points to the "Enroll" link. To the right of the navigation menu is a search bar labeled "Search for Cl...". Below the navigation menu is a "This Week's Schedule" table with two rows of class information. At the bottom of the table are links for "Weekly Schedule" and "Enrollment Shopping Cart". On the right side of the interface, there are sections for "Holds" (No Holds), "To Do Lis" (46322 BA 417, 46322 BA 417), and "Enrollment D" (Call Semester).

This Week's Schedule	
Class	Schedule
ZOOL 110-10 LEC (23960)	MoWeFr 10:00AM - 10:50AM UC 225-Kate Buchanan Room
ZOOL 110-11 LAB (23614)	We 2:00PM - 4:50PM SCIA 456

Step 2: Select the correct term and click **Continue**.

Ima Student

Search Plan **Enroll** My Academics DARS

my class schedule | add | drop | swap | edit | term information

Add Classes 1 ☰ ☒

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Spring Semester 2018	Undergraduate	Humboldt State University
<input checked="" type="radio"/> Fall Semester 2018	Undergraduate	Humboldt State University

Step 3: Enter the course number in the field labeled: **Enter Class Nbr** and click **Enter**.

Ima Student

Search Plan **Enroll** My Academics DARS

my class schedule | add | drop | swap | edit | term information

Add Classes 1 ☰ ☒

1. Select classes to add

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

Fall Semester 2018 | Undergraduate | Humboldt State University

Open Closed

Add to Cart

Enter Class Nbr

Find Classes

Class Search
 ←

Fall Semester 2018 Shopping Cart

Your enrollment shopping cart is empty.

My Fall Semester 2018 Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 103-10 (42688)	Biological Anthropology (Lecture)	TBA	TBA	Staff	3.00	✓
ANTH 103-11 (42689)	Biological Anthropology (Laboratory)	TBA	TBA	Staff		✓

Step 4: If you don't know the specific class number select **Search**. **Uncheck** the box to Show Open Classes Only. You can also import classes from schedule planner.

Ima Student

Search Plan **Enroll** My Academics DARS

my class schedule | add | drop | swap | edit | term information

Add Classes

Enter Search Criteria

Search for Classes

Humboldt State University | Fall Semester 2018

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Additional Search Criteria

Step 5: After you select a course, the **Enrollment Preferences** window will open. Select the checkbox labeled **“Waitlist if class is full”** and click **Next**.

Step 6: Double check that you are wait listing for the correct section by checking in your **“Shopping Cart”**.

Ima Student

Search Plan **Enroll** My Academics DARS

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall Semester 2018 | Undergraduate | Humboldt State University

BIOL 102 - Human Biology

Class Preferences

BIOL 102-10 Lecture Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Grading Letter Grades (All Careers)

Units 3.00

Enrollment Information

- Not intended for majors in science, natural resources or kinesiology
- Life Forms
- Supplemental Instruction Base Course

Section	Component	Days & Times	Room	Instructor	Start/End Date
10	Lecture	TuTh 11:00AM - 12:20PM	TBA	Staff	08/20/2018 - 12/14/2018

Step 7: Click the **Proceed to Step 2 of 3** button.

Add Classes

1. Select classes to add

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

✓ BIOL 102 has been added to your Shopping Cart.

Fall Semester 2018 | Undergraduate | Humboldt State University Change Term

● Open Closed ⚠ Wait List

Add to Cart

Enter Class Nbr Enter

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 102-10 (43531)	TuTh 11:00AM - 12:20PM	TBA	Staff	3.00	●

Find Classes

Class Search Search

Proceed to Step 2 of 3

Step 8: Select the Finish Enrolling button

Ima Student

Search Plan Enroll My Academics DARS

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Add Classes

2. Confirm classes

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

Fall Semester 2018 | Undergraduate | Humboldt State University

● Open Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 102-10 (43531)	Human Biology (Lecture)	TuTh 11:00AM - 12:20PM	TBA	Staff	3.00	●

Cancel Previous Finish Enrolling

[Go to top](#)

Step 9: Check for the success symbol in the Status column and read the message.

Ima Student

Search Plan Enroll My Academics DARS

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Add Classes

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Fall Semester 2018 | Undergraduate | Humboldt State University

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
BIOL 102	Message: Class 41056 is full. you have been placed on the wait list in position number 1. If a seat becomes available and you qualify for enrollment into the class, you will automatically be registered for the class, based upon your position number. If there is a time conflict with another class for which you are enrolled, you will not be registered for the wait listed class. As with all registered classes, it is your responsibility to drop the class if you do not wish to attend the class. If your position number is less than 5, you are strongly encouraged to attend the first class meeting. If you are enrolled in the class and fail to attend every class meeting during the first week of instruction, the instructor may opt to drop you from the class.	✓

My Class Schedule Add Another Class

Step 10: You can check your position on the waitlist at any time by navigating to **My Class Schedule** and viewing the class in the **List View**.

Ima Student go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#) | [DARS](#)

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall Semester 2018 | Undergraduate | Humboldt State University Change Term

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

[Filter](#)

ANTH 103 - Biological Anthropology

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Optional Credit/No Credit Undergraduate		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
42688	10	Lecture	TBA	TBA	Staff	08/20/2018 - 12/14/2018
42689	11	Laboratory	TBA	TBA	Staff	08/20/2018 - 12/14/2018

BIOL 102 - Human Biology

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	2	4.00	Letter Grade		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
43531	10	Lecture	TuTh 11:00AM - 12:20PM	TBA	Staff	08/20/2018 - 12/14/2018

[Printer Friendly Page](#)

Before Saturday of the first week of classes, if a seat becomes available you will be automatically enrolled in the class based on your wait list position and if you meet all of the enrollment requirements. **(Wait list will not place you into a course after this date, even if open seats exist.)**

If a seat becomes available **during the second week of classes**, you should drop the wait listed course from your student center, and then re-add the course through Student Center with a permission number.

Updated: 03/22/2018