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.

**Step 2:** Select the correct term and click **Continue.**
Step 3: Enter the course number in the field labeled: **Enter Class Nbr** and click **Enter**.

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.
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”.

Step 7: Click the Proceed to Step 2 of 3 button.
Step 8: Select the **Finish Enrolling** button

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

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.)*

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