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 Registrar web page at: http://www.csi.cuny.edu/registrar/waitlist.php4

**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>Action</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>
</tbody>
</table>

**ENTERPRISE MENU**
- Self Service
- My Content
- Content Management
  - Enterprise Learning Management
  - HR / Campus Solutions
4. Navigate to **Self Service > Student Center**.

5. On the **Student Center** page under the Academics section, click the **Enroll** link.

6. 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’.
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.

2015 Fall Term | Undergraduate | College of Staten Island

Add to Cart:
Enter Class Nbr

[Enter]

Find Classes

Class Search

My Planner

search

2015 Fall Term Shopping Cart

Your enrollment shopping cart is empty.

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

8. Then click the **Proceed to Step 2 of 3** button.
Add Classes
1. Select classes to add - Enrollment Preferences

2015 Fall Term | Undergraduate | College of Staten Island

ASL 112 - Bas Amer Sign Lang I

Class Preferences

ASL 112-D001

Session Regular Academic Session
Career Undergraduate

Enrollment Information
- Prerequisite: Passing the CUNY Assessment Test in Reading and passing the CUNY Assessment Test in Writing
- Flexible Core - World Cultures & Global Issues

Wait List

Wait list if class is full

Grading Undergraduate Letter Grades
Units 3.00

Requirement Designation
- Flexible Core - World Cultures & Global Issues

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D001</td>
<td>Lecture</td>
<td>Tu 10:10AM - 12:05PM</td>
<td>2S 215</td>
<td>James Guido</td>
<td>08/27/2015 - 12/23/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Th 10:10AM - 11:00AM</td>
<td>2S 215</td>
<td>James Guido</td>
<td>08/27/2015 - 12/23/2015</td>
</tr>
</tbody>
</table>

CANCEL NEXT
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.

- ASL 112 has been added to your Shopping Cart.

2015 Fall Term | Undergraduate | College of Staten Island

Add to Cart: Enter Class Nbr
Find Classes
- Class Search
- My Planner

2015 Fall Term Shopping Cart

<table>
<thead>
<tr>
<th>Delete</th>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASL 112-D001 (5984)</td>
<td>Tu 10:10AM - 12:05PM, Th 10:10AM - 11:00AM</td>
<td>ZS 215</td>
<td>J. Guido</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

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:
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 Registrar webpage at: REGISTRATION ERROR MESSAGES
**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>Enroll</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>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 <strong>Drop Selected Classes</strong> button.</td>
</tr>
</tbody>
</table>

*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.
2. Confirm your selection

Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY’s Tuition Schedule.

Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

2015 Fall Term | Undergraduate | College of Staten Island

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 112-0001 (5984)</td>
<td>Bas Amer Sign Lang I (Lecture)</td>
<td>Tu 10:10AM - 12:05PM  Th 10:10AM - 11:00AM</td>
<td>2S 215</td>
<td>J. Guido</td>
<td>3.00</td>
</tr>
</tbody>
</table>

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.
Drop Classes

3. View results

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

2015 Fall Term | Undergraduate | College of Staten Island

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 112</td>
<td>Success: This class has been removed from your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>