This process shows students how to search for full courses to determine if waitlist options are available as well as how to add themselves to a waitlist. Not all full courses have a waitlist option.

1. Access CampusConnection.

2. Enter CampusConnection UserID and Password. Click [Log In].

On your Student Homepage:

3. Click [Manage Classes] tile.

On your left-side menu:

4. Select [Class Search and Enroll].

5. Select the appropriate [term] and [campus].
6. Search for course, then click ».

7. To see waitlist options, mark [Wait List Classes] in the Class status field on the left.

8. Select the class to determine if a waitlist is available.

9. View course and waitlist options. Select course to waitlist.
10. Click [Next].

Step 1 of 4: Review Class Selection
You have selected
HUMS 210 Integrated Cultural Studies
Option Status: Wait List

<table>
<thead>
<tr>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Sect 02 - Class Nbr 4738</td>
<td>07/05/2021 - 08/01/2021</td>
<td>To be Announced</td>
<td>BSC ONLINE</td>
<td>Gregory Pitcher</td>
<td>3.00</td>
<td>Waitlist Available Places 3 of 3</td>
</tr>
</tbody>
</table>

11. Click [No] to change it to [Yes], then click [Accept].

Step 2 of 4: Review Class Preferences
HUMS 210 Integrated Cultural Studies
Lecture - Sect 02 - Class Nbr 4738 - Wait List

Add to waitlist if class is full: [Yes]

12. Click [Next].

Step 3 of 4: Enroll or Add to Cart
Do you wish to enroll or add the class to your Shopping Cart?
- [ ] Enroll
- [ ] Add to Shopping Cart

13. Click [Submit].

Step 4 of 4: Review and Submit
You have selected to enroll in
HUMS 210 Integrated Cultural Studies
Option Status: Wait List

<table>
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<tr>
<th>Class</th>
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14. Click [Yes].
15. Review the status of the waitlisted course.

- Class successfully waitlisted are marked with a ✅.

- Classes NOT waitlisted are marked with an ❌.

16. Monitor your position on a waitlist using [View my Class Schedule].

17. When an opening is available, waitlisted student at the top of the list is registered and an email confirmation is sent to their campus email.

If the student at the top of the list has a registration restriction (i.e. – Hold, already enrolled in the same course different section, time conflict etc…) the wait list process will skip to the next qualified student on the list.

Notes:

- Waitlisted class credits do not count toward enrollment hours.

- All waitlists will be closed the Friday before classes begin, students who are still on the wait list will be removed. Regular class overrides/permissions must be obtained if course remains closed.

- For questions, contact Academic Records at (701)224-5420.