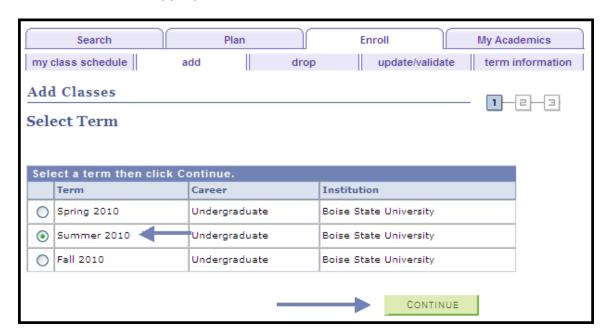1. To waitlist a class sign into your Student Center and select the Enroll link.
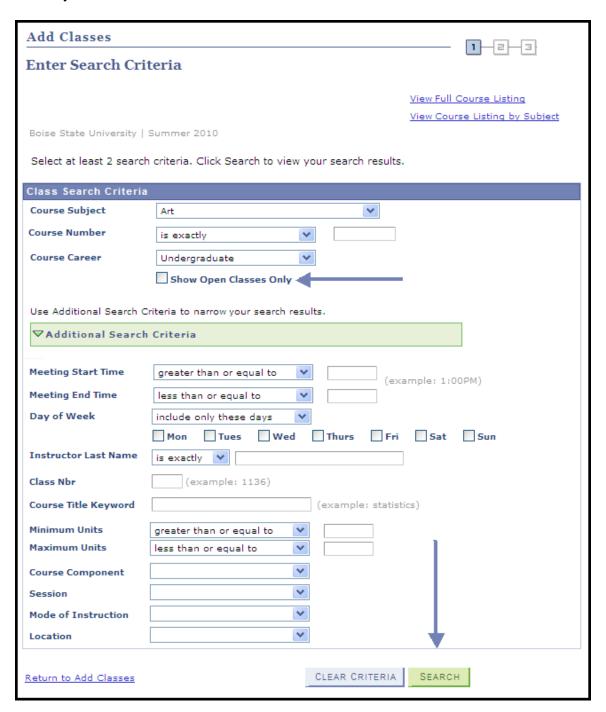

2. Choose the appropriate term and click continue.

3. Search for the class you want to waitlist.

Search	Plan	Enroll	My Academics

my class schedule	add	drop	update/validate	term information

Add Classes   1 — 2 — 3

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.

Summer 2010 | Undergraduate | Boise State University [change term]

●Open   ☐Closed   ⚠Wait List

Add to Cart:

Enter Class Nbr

[____] [enter]

Summer 2010 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

⦿ Class Search

○ My Requirements

○ My Planner
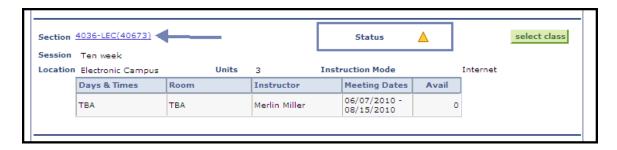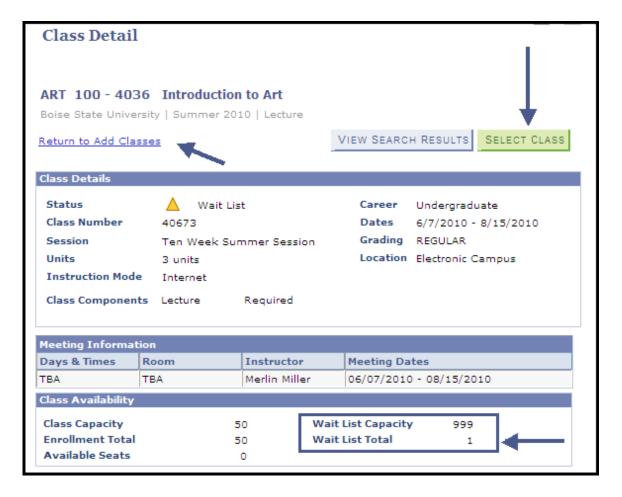
[search] ⟵

4. Make sure that the Show Open Classes Only box is not selected. Enter your search criteria and click search.

Add Classes

Enter Search Criteria

1 — 2 — 3

View Full Course Listing

View Course Listing by Subject

Boise State University | Summer 2010

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

Class Search Criteria

Course Subject	Art
Course Number	is exactly
Course Career	Undergraduate
	☐ Show Open Classes Only ←

Use Additional Search Criteria to narrow your search results.

▽ **Additional Search Criteria**

Meeting Start Time	greater than or equal to (example: 1:00PM)
Meeting End Time	less than or equal to
Day of Week	include only these days
	☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
Instructor Last Name	is exactly
Class Nbr	(example: 1136)
Course Title Keyword	(example: statistics)
Minimum Units	greater than or equal to
Maximum Units	less than or equal to
Course Component	
Session	
Mode of Instruction	
Location	

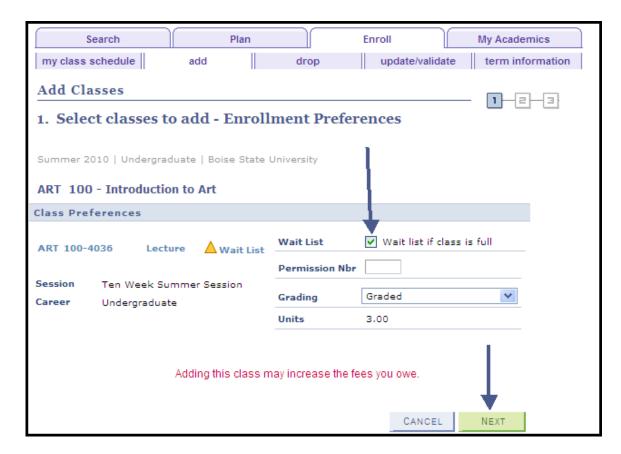Return to Add Classes   CLEAR CRITERIA   SEARCH

5. Note that the status displays the waitlist icon, a yellow triangle. To see how many students are currently on the wait list click on the class section link.

Section 4036-LEC(40673)			**Status** ⚠		select class
Session Ten week					
Location Electronic Campus	**Units** 3		**Instruction Mode**		Internet

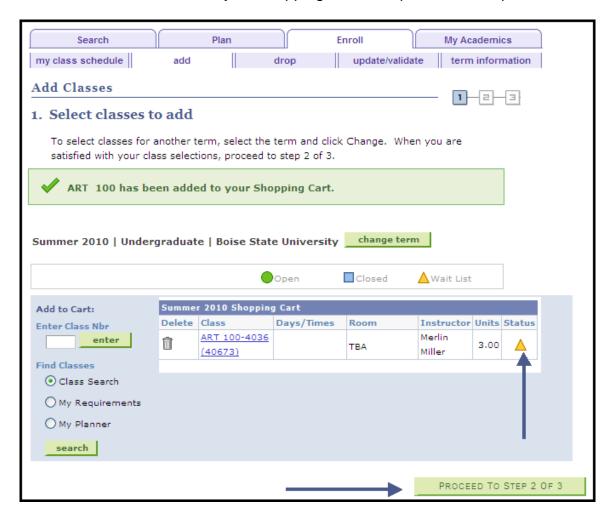| Days & Times	Room	Instructor	Meeting Dates	Avail
TBA	TBA	Merlin Miller	06/07/2010 - 08/15/2010	0

6. The number of students currently on the wait list display in the Wait List Total. If there are students on the waitlist and a seat is available in the class the first student on the list will be enrolled in the class when the waitlist process is run. If you want to continue and waitlist the class click the Select Class button, otherwise, click Return to Add Classes and start a new search.

Class Detail

ART 100 - 4036 Introduction to Art

Boise State University | Summer 2010 | Lecture

Return to Add Classes   VIEW SEARCH RESULTS   SELECT CLASS

Class Details

Status	⚠ Wait List		Career	Undergraduate
Class Number	40673		Dates	6/7/2010 - 8/15/2010
Session	Ten Week Summer Session		Grading	REGULAR
Units	3 units		Location	Electronic Campus
Instruction Mode	Internet			
Class Components	Lecture	Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Merlin Miller	06/07/2010 - 08/15/2010

Class Availability

Class Capacity	50	Wait List Capacity	999
Enrollment Total	50	Wait List Total	1
Available Seats	0		

7. Check the box to Waitlist if class is full then click next.

Search	Plan	Enroll	My Academics

my class schedule	add	drop	update/validate	term information

Add Classes   1 — 2 — 3

1. Select classes to add - Enrollment Preferences

Summer 2010 | Undergraduate | Boise State University

ART 100 - Introduction to Art

Class Preferences

ART 100-4036   Lecture   ⚠ Wait List

Wait List   ☑ Wait list if class is full

Permission Nbr [   ]

Session   Ten Week Summer Session

Career   Undergraduate

Grading   Graded ▾

Units   3.00

Adding this class may increase the fees you owe.

CANCEL   NEXT

8. The class is added to your shopping cart, click proceed to step 2 of 3.

| Search | Plan | Enroll | My Academics |

| my class schedule | add | drop | update/validate | term information |

Add Classes

1 – 2 – 3

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.

✔ ART 100 has been added to your Shopping Cart.

Summer 2010 | Undergraduate | Boise State University   change term

● Open   ☐ Closed   ⚠ Wait List

Add to Cart:

Enter Class Nbr

[____] enter

Find Classes
- ⦿ Class Search
- ○ My Requirements
- ○ My Planner

search

Summer 2010 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	ART 100-4036 (40673)		TBA	Merlin Miller	3.00	⚠

PROCEED TO STEP 2 OF 3

9. Confirm the class and click the Finish Enrolling button.

10. If you are successfully added to a wait list you will receive the following confirmation with your current wait list position number.

11. In the example below: the class is added to the student schedule with a status of Waiting and the student's waitlist position in the class is two. If two seats open the student will be added to the class from the waitlist (assuming there is no time conflict and that he/she is not currently registered in another section of the same course) and will receive an email confirmation of the change to his/her enrollment status.

ITM 105 - Spreadsheet Topics

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting ←	2	1.00	Graded		📅ⓘ

Class Nbr	Course ID	Section	Component	Days & Times	Room	Instructor	Start/End Date
79391	100807	002	Laboratory		Business Bldg Rm 209	Susan Fry	10/19/2009 - 12/13/2009

Location Description	Instruction Mode
Boise Campus	Hybrid

Class Notes	NOTE: MANDATORY ATTENDANCE THE FIRST WEEK IN ONE OF THE FOLLOWING SESSIONS: Tuesday, October 20, 2009-12:40pm-1:30pm-B209 Tuesday, October 20, 2009-1:40pm-2:30pm-B209 Wednesday, October 21, 2009, 5:40pm-6:30pm-