

# Request to be Added to a Wait List

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

The screenshot shows a student center dashboard with several sections:

- Academics:** Includes links for Search, Plan, **Enroll** (highlighted with a blue arrow), and My Academics. Below these are search filters and a "SEARCH FOR CLASSES" button.
- Deadlines:** A section with a "Deadlines" link.
- This Week's Schedule:** A table showing class information:

Class	Schedule
ART 109-003 LAB (75609)	TuTh 9:15AM - 12:05PM Pub Affairs/Art West Rm 108
- Finances:** Includes "My Account" and "Financial Aid" sections. The "Account Summary" shows a balance of 2,841.00. A "make a payment" button is visible.
- Right Sidebar:** Contains sections for Holds (No Holds), To Do List (No To Do's), Enrollment Dates (Open Enrollment Dates), Advisor (Program Advisor), and Need Help? (Help Documents).

2. Choose the appropriate term and click continue.

The screenshot shows the "Add Classes" page with the following elements:

- Navigation:** Buttons for Search, Plan, Enroll, and My Academics.
- Form Fields:** Input fields for "my class schedule", "add", "drop", "update/validate", and "term information".
- Add Classes:** A section with a search bar and a page indicator (1, 2, 3).
- Select Term:** A section with the instruction "Select a term then click Continue." and a table:

Term	Career	Institution
<input type="radio"/> Spring 2010	Undergraduate	Boise State University
<input checked="" type="radio"/> Summer 2010	Undergraduate	Boise State University
<input type="radio"/> Fall 2010	Undergraduate	Boise State University
- Continue:** A large blue arrow pointing to a green "CONTINUE" button.

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3. Search for the class you want to waitlist.

The screenshot displays the 'Add Classes' section of a university's online enrollment system. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Add Classes', followed by a step indicator '1' and navigation icons. The first step is '1. Select classes to add'. Below this, there is a text instruction: '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.' The current term is 'Summer 2010 | Undergraduate | Boise State University', with a 'change term' button. A search bar is present with three filters: 'Open' (selected), 'Closed', and 'Wait List' (highlighted with a red box). Below the search bar is a 'Summer 2010 Shopping Cart' section showing 'Your enrollment shopping cart is empty.' To the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' input field and an 'enter' button. Below that is a 'Find Classes' section with three radio buttons: 'Class Search' (selected), 'My Requirements', and 'My Planner'. A 'search' button is located at the bottom of the 'Find Classes' section, with a blue arrow pointing to it from the right.

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

## Add Classes

1

### Enter Search Criteria

[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	▼
	<input type="checkbox"/> 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	▼	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> 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

## Request to be Added to a Wait List

- 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

- 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

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

Meeting Information

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

Class Availability

<b>Class Capacity</b>	50	<b>Wait List Capacity</b>	999
<b>Enrollment Total</b>	50	<b>Wait List Total</b>	1
<b>Available Seats</b>	0		

# Request to be Added to a Wait List

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	<input checked="" type="checkbox"/> Wait list if class is full
Session	Ten Week Summer Session		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Graded
			Units	3.00

Adding this class may increase the fees you owe.

CANCEL NEXT

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

The screenshot shows a web interface for adding classes. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add', with instructions to select a term and click 'Change'. A green notification box states 'ART 100 has been added to your Shopping Cart.' Below this, the current term is 'Summer 2010 | Undergraduate | Boise State University' with a 'change term' button. A legend indicates 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Summer 2010 Shopping Cart' table shows one entry: ART 100-4036 (40673) with 3.00 units and a yellow triangle in the Status column, indicating a waitlist. A blue arrow points to this triangle. To the left of the table is a search form with 'Add to Cart:' and 'Find Classes' sections. At the bottom, a blue arrow points to a 'PROCEED TO STEP 2 OF 3' button.

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

Summer 2010 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ART 100-4036</a> <a href="#">(40673)</a>		TBA	Merlin Miller	3.00	▲

Find Classes

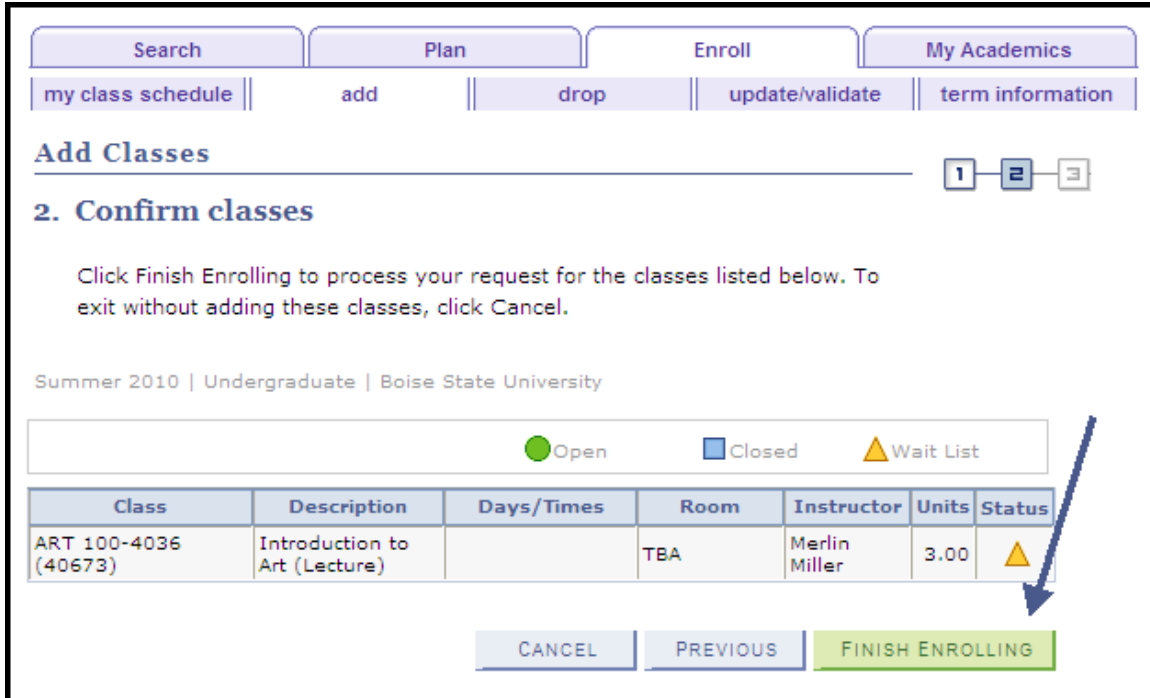
Class Search  
 My Requirements  
 My Planner

[search](#)

→ [PROCEED TO STEP 2 OF 3](#)

## Request to be Added to a Wait List

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

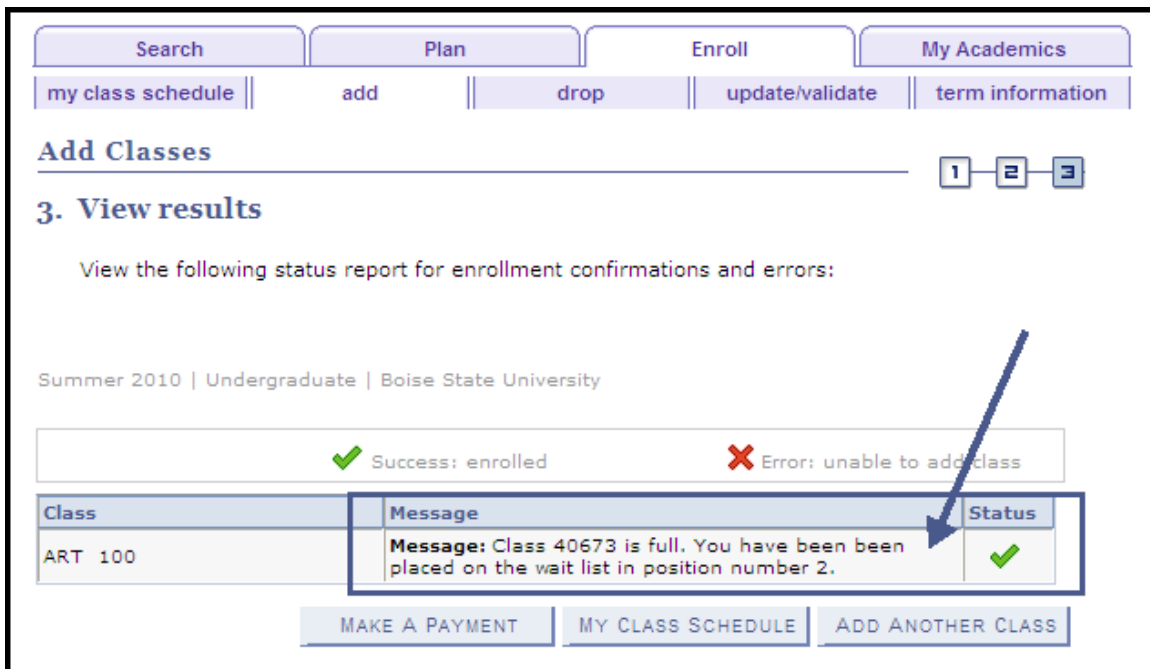


The screenshot shows the 'Add Classes' page with a navigation bar at the top containing 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the navigation bar are links for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Add Classes' with a breadcrumb trail '1 - 2 - 3'. The section title is '2. Confirm classes'. A message states: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below this is the text 'Summer 2010 | Undergraduate | Boise State University'. A legend shows a green circle for 'Open', a blue square for 'Closed', and a yellow triangle for 'Wait List'. A table lists the class details:

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 100-4036 (40673)	Introduction to Art (Lecture)		TBA	Merlin Miller	3.00	▲

At the bottom, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. A blue arrow points to 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.



The screenshot shows the 'View results' page with the same navigation bar as the previous screenshot. The main heading is 'Add Classes' with a breadcrumb trail '1 - 2 - 3'. The section title is '3. View results'. A message states: 'View the following status report for enrollment confirmations and errors:'. Below this is the text 'Summer 2010 | Undergraduate | Boise State University'. A legend shows a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table shows the status report:

Class	Message	Status
ART 100	<b>Message:</b> Class 40673 is full. You have been placed on the wait list in position number 2.	✓

At the bottom, there are three buttons: 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. A blue arrow points to the 'Status' column of the table.

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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-					▲ ☰ ▼