HOW TO ENROLL ON A WAITLIST

If a class is full, you can opt into adding yourself to a waitlist. If you have moved into waitlist position #1 and space becomes available in that class (and adding the class does not create a time conflict or put you into credit overload), you will automatically be enrolled in the course when the waitlist process runs. You are allowed to enroll in a maximum of 8 waitlisted units each regular term (4 credits each J-term and 12 credits during summer terms).

If a class is full and you want to enroll on the waitlist, **and you have a backup class, use the swap feature**

**Step 1:** Add your backup course to your schedule. This can be another section of the same course or a completely different course.

**Step 2:** Start a new enrollment action by using the swap tab in eSIS. Choose your backup course under the “Swap This Class” heading and the class you would like to add (through the waitlist) under the “With This Class” heading.

**NOTE:** You can select the class you would like to add by either searching for the class or entering the Class Nbr and hitting Enter. If you click Search to find the class you hope to get into through the waitlist process, be sure to uncheck the “Show Open Classes Only” box before hitting Search.
Step 3: It is crucial that during this next step, you check the “Wait List if class if full” box for the course you hope to get into before hitting the “Next” button.

Step 4: Review the classes you selected to make sure it is what you want. Confirm by clicking “Finish Swapping”.

You are telling eSIS to drop your backup course if you can get into your first-choice course through the waitlist process. If a seat becomes available and you are in waitlist position number 1, you will automatically be enrolled in your waitlisted course and your backup course will be dropped from your schedule.

Step 5: On this page, click on “My Class Schedule” link to confirm the swapping was set up correctly.

You should see your backup course in Enrolled Status and your Waitlisted Course in W Status.
When the Waitlist process runs, if you are in waitlist position #1 for a course and a seat is available, the enrollment engine will drop your backup course and enroll you in your waitlisted course. You will be notified via email if you are successfully enrolled into a class through the waitlist process.
Step 1: Start a new enrollment action by using the ADD tab in eSIS.

Search for the course, making sure you uncheck the “Show Open Classes Only” option.

Step 2: Select the course you are hoping to get into through the waitlist process.

Step 3: It is crucial that during this next step, you check the “Wait list if class if full” box for the course you hope to get into before hitting the “Next” button.
Step 4: Review the class you added to your shopping cart to make sure it is what you want. Confirm by clicking “Proceed to Step 2 of 3”.

Step 5: Complete a final review of the classes you have selected, confirm by clicking “Finish Enrolling”.

Step 6: The final screen will show you the class you have enrolled in along with your Wait List position number.

When the wait list process runs, if a seat becomes available in the class and you are in waitlist position #1, you will automatically be enrolled in the class. You will be notified via email if you are successfully enrolled into a class through the waitlist process.