## Instructions on How to Add/Drop/Swap a Wait List Course

Please Note the following:

- Wait list does not guarantee students will be enrolled (registered) in their class sections.
- Students will be automatically enrolled depending on their position on the wait list & the availability of seats in the class. Email notification will be sent to students to confirm their enrollment. Students are encouraged to check their schedule on CUNYfirst for real time updates.
- Students should ensure that they do not exceed the credit limit (probation students are restricted to 14 credits) for the term with the addition of the waitlisted class.
- If already enrolled for a class and are looking for a better time, use the Swap function instead of Add function. Multiple enrollment for the same class is not supported.
- Students should ensure that the waitlisted class does not conflict with their existing class schedule.
- If you have a negative service indicator (hold) at BMCC, you will not be auto-enrolled in the class.
- If you don't have the necessary prerequisite or co-requisite course(s), you will not be auto-enrolled in the class.
- If you are not interested in keeping yourself on the waitlist, ensure that you Drop yourself from the waitlist.

Instructions:

## How to Add a Wait List Course

- 1. Login to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>
- 2. Select HR/Campus Solutions, then Self Service followed by Student Center
- 3. In the Academics section, click the Enroll link

Academics	
Search Plan Enroll	(i) You are not enrolled in classes.
My Academics	enrollment shopping cart ▶

4. On the Add Classes page, select class by entering the Class Nbr→ Press Enter option or Find Classes → Class Search → Press Search option. Remember to uncheck the "Show Open Classes Only" box when using the Class Search option. *Please note: Not all classes offer wait list.* 

2014 Spring Term   Undergraduate	e   Borough of Man	hattan CC	
	Open	Closed	🔺 Wait List
Add to Cart: 2014 Spring	Term Shopping Cart	ŧ	
Enter Class Nbr 1896¢ enter Find Classes OR	Your enrollment sl	hopping cart is en	npty.
O My Planner			

- If the class is offering a waitlist option, you will see the following Wait list icon.
- Click on the Wait List check box and click Next.

Add (	Classes										
1. Select classes to add - Enrollment Preferences											
2014 Sp	oring Term	Undergradua	te   Borough of	Man	hattan CC						
CRT 1	00 - CRITI	CAL THINK	ING								
Class P	references										
CRT 100-003 Lecture Wait List Wait List V Wait list if class is full											
				Grad	ing	Undergraduate L	etter Grades				
Session	Regular	r Academic S raduate	ession	Units	5	3.00					
Enrollm	ent Informa	tion		Requ	uirement De	signation					
•	Prerequisite	: (ENG 88 or	ESL 94)		Flexible C	ore - Individual ar	nd Society				
•	Flexible Cor	e - Individua	l and		Take R	equirement Desig	nation				
•	Writing Inte	nsive Course	•								
					CANCEL	PREVIOUS	NEXT				
Section	Component	Торіс	Days & Times	5	Room	Instructor	Start/End Date				
003         Lecture         Writing Intensive Course         Mo 10:00AM - 11:40AM         70 Murray M1015         Mark Hoffman         01/27/2014 - 05/23/2014											
		Writing Intensive Course	Th 10:00AM - 10:50AM	70 M3	) Murray 1016	Staff	01/27/2014 - 05/23/2014				

5. Verify information and click Proceed to Step 2 of 3 and then click on Finish Enrolling.

CRT 100 has been added to your Shopping Cart.									
014 Spring Term	Undergradua	te   Borou	gh of Manl	hattan CC					
		•	Open	Clos	ed	Await	List		
Add to Cart:	2014 Sprin	ıg Term Sho	pping Cart						
	Delete Cla	355	Days/Tin	nes Ro	om Murray	Instruc	tor U	nits Sta	tu
enter		<u>T 100-003</u> 8966)	11:40AM Th 10:00/ 10:50AM	AM - 70 M1	1015 Murray 1016	M. Hoffma	n <sup>3</sup>	.00	4
• Class Search									
O My Planner									
search									
				П	PR	OCEED TO	STEP	2 OF 3	
									,
Add Classes							- 1	┣─┣┛╴	-[]
2. Confirm cla	isses							. <u> </u>	
Click Finish Enro without adding th	lling to process hese classes, cl	your reque	est for the	classes list	ted belo	ow. To ex	it		
2014 sping rein ( c	Indergraduate	Borough o				A 10	/ait Lie	+	]
			Open		Josed				
Class	Description	Days	s/Times	Room	In	structor	Units	Status	J
CRT 100-003 (18966)	CRITICAL THINKING (Lecture)	11:40A Th 10:0 10:50A	M 00AM - M	M1015 70 Murray M1016	м. Но	ffman	3.00	4	
		(	CANCEL	PREVIO	DUS	FINISH	ENRO	LLING	

6. You will receive a message that the class is full & have been placed on the waitlist with position number.

Add Classes		
3. View results		
View the following	status report for enrollment confirmations and	errors:
2014 Spring Term   Un	dergraduate   Borough of Manhattan CC	
	Success: enrolled	Error: unable to add class
Class	Message	Status
CRT 100	Message: Class 18966 is full. You hav placed on the wait list in position nun	ve been been nber 1.

- 7. You can also check view your waitlist positon by clicking "my class schedule tab"

   my class schedule
   add
   drop
   swap
   edit
   term information
   law exam numbers
- 8. For the wait listed course(s), your position number will appear as follows in your class schedule (list view):

CRT 1	CRT 100 - Critical Thinking								
Status	5	Waitlist Position	Unit	s Grading	Grade	Requirement Designation	Deadlines		
Waiting 1			3.00	Undergraduat Letter Grades	e	Flexible Core - Individual and Society (Not Taken)	0		
Class Nbr Section Compo		nent [	Days & Times	Room	Instructor	Start/End Date			

## How to Drop a Wait List Course

- 1. Repeat Steps 1-3 as indicated on page 1.
- On the Drop Classes page, select checkbox next to the course(s) that has the waitlist icon. Click Drop Selected Classes → Finish Dropping. You will receive a message that you have removed class from waitlist.

Dron		add drop	swap e	dit term	information	law e	xam num				
DIOP	Classes										
1. Select classes to drop											
Select the classes to drop and click Drop Selected Classes.											
			✔Enrolled	ØDrop	ped 🔺 W	ait List	ed				
Select	Class	Description	Enrolled	8 Drop	ped Aw	ait List Units	ed Status				
Select	Class ACC 241-001 (31020)	Description TAXATION (Lecture)	Enrolled Days/Times TuTh 8:00AM - 9:40AM	&Drop Room Fiterman 605	ped Awa	units	ed Status				
Select	Class ACC 241-001 (31020) CRT 100-003 (18966)	Description TAXATION (Lecture) CRITICAL THINKING (Lecture)	Enrolled Days/Times TuTh 8:00AM - 9:40AM Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	Room Fiterman 605 70 Murray M1015 70 Murray M1016	ped www.	Units 3.00 3.00	ed Status				

2. Confirm you	2. Confirm your selection											
Click Finish Drop request. To exit	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 da credit level may drop according to	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 Acade requests.	emic Calendar for	deadline dates for	enrollment an	d withdrawal								
If you are a Fina how your Financi	ncial Aid recipient, ial Aid awards may	, check with the Fir y be affected by ar	nancial Aid Offi ny changes in (	ice to learn enrollment.								
International Stu 2014 Spring Term   U	d <b>ents - consult wit</b> Indergraduate   Bo	<b>th your Internation</b> prough of Manhatta	al Advisor.									
		<b>√</b> Enrolled	d 🛞 Drop	ped 🛆 W	/ait Lis	ted						
Class	Description	Days/Times	Room	Instructor	Units	Status						
<u>CRT 100-003</u> (18966)	CRT 100-003 (18966)         CRITICAL THINKING (Lecture)         Mo 10:00AM - 11:40AM Th 10:00AM - 10:00AM - 10:00AM - 10:00AM - 10:00AM         70 Murray MI015 M. 70 Murray Moffman         3.00											
	CANCEL PREVIOUS FINISH DROPPING											

3. View results									
View the results of your enrollment request. Click Fix Errors to make changes to your request.									
2014 Spring Term   Undergradua	ste   Borough of Ma	nhattan CC 🗙 Error	: unable to dro	op class	]				
Class	Message			Status					
CRT 100 Success: This class has been removed from your									
		Make A Payment	MY CLASS S	CHEDULE					

## How to Swap a Wait List Course

- 1. Repeat Steps 1-3 as indicated on page 1.
- 2. On the **Swap a Class** page, select the class you wish to swap from the "Select from your schedule "dropdown menu.
- In the section "With This Class", choose the wait listed class you wish to add by using either Search for Class, Select from Shopping Cart or enter Class Nbr option. Remember to uncheck the "Show Open Classes Only" box when using the Class Search option.

Swap a Class		
1. Select a class to swap		
Select the class you wish to swar with.	then select the class you wish to replace it	
2014 Spring Term   Undergradu	ate   Borough of Manhattan CC	
Swap This Class		
Select from your schedule	ENG 311: CREATIVE WRITING	~
With This Class		
Search for Class	Class Search V search	
Select from Shopping Cart	OR <b>v</b> select	
Enter Class Nbr	18966 enter	

- 4. If the class is offering a waitlist option, you will see the following Wait list icon  $\Delta$  wait List
- 5. Click on the Wait List check box and click Next.

Add (	Classes							
1. Se	lect class	ses to ado	l - Enrolln	ner	nt Prefer	eno	ces	
2014 Sp	ring Term   I	Undergradua	te   Borough o	f Ma	nhattan CC			
CPT 1			INC					
Class P	references		ING					
CRT 10	0-003	Lecture	Wait List	Wa	it List	<b>√</b>	Wait list if clas	s is full
				Gra	ding	Un	dergraduate Le	etter Grades
Session	Regular	Academic S	ession	Uni	ts	з.	00	
Enrollm	Undergi ent Informat	raduate tion		Reg	uirement D	esia	nation	
•	Prerequisite and ACR 94 Flexible Cor Society	: (ENG 88 or e - Individua	ESL 94) I and		Flexible (	Core Lequ	- Individual an irement Design	d Society
•	Writing Inte	nsive Course						
					CANCE	L	PREVIOUS	NEXT
Section	Component	Торіс	Days & Time	s	Room		Instructor	Start/End Date
003	Lecture	Writing Intensive Course	Mo 10:00AM - 11:40AM		- 70 Murray M1015		rk Hoffman	01/27/2014 - 05/23/2014
		Writing Intensive Course	Th 10:00AM - 10:50AM	7 N	0 Murray 11016	Sta	aff	01/27/2014 - 05/23/2014

6. Verify information and click on Finish Swapping.

Swap a Class					- 1						
2. Confirm your selection											
Click Finish Swap these classes, cli	oping to process y ck Cancel.	our swap request.	To exit withou	t swapping							
2014 Spring Term   U	Indergraduate   Bo	orough of Manhatta	n CC								
▼ You are replaci	ng this class										
		<b>√</b> Enrolle	d 🛞 Drop	oped 🔼	Vait Lis	ted					
Class	Description	Days/Times	Room	Instructor	Units	Status					
ENG 311-003 (41979)	CREATIVE WRITING (Lecture)	Tu 2:00PM - 3:40PM Th 3:00PM - 3:50PM	ТВА ТВА	Staff	3.00	•					
▼ With this class											
		Open	Clos	ed 🛆	Vait Lis	t					
Class	Description	Days/Times	Room	Instructor	Units	Status					
<u>CRT 100-003</u> (18966)	CRITICAL THINKING (Lecture)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	3.00	<b></b>					
			CANCE	L FINI	SH SW	APPING					

7. You will see that the class has been swapped. You will receive a message that the class is full & have been placed on the waitlist with position number.

Swap a Class		1_2_
3. View results		
View the results of you listed below or change	ur swap request. Click Fix Errors to try and corr your swap choices.	ect the problems
2014 Spring Term   Underg	raduate   Borough of Manhattan CC	
	Success: Classes were swapped 🛛 🗙 Error:	Unable to swap class
Class	Message	Status
Swap ENG 311 with CRT 100	Message: Class 18966 is full. You have been on the wait list in position number 1.	n been placed 🧹