How to Enroll to the Wait List
See page 6 for Steps to Enroll with a SWAP

Step 1. Select the “Student Center” tile.

Step 2. Select the “Enroll” tab.
Step 3. **Select the term you are planning to enroll.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Undergraduate</th>
<th>CSU San Bernardino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td></td>
<td></td>
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<tr>
<td>Spring 2017</td>
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<tr>
<td>Summer 2017</td>
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<tr>
<td>Summer 2018</td>
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<tr>
<td>Summer 2019</td>
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<tr>
<td>Spring 2020</td>
<td></td>
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<tr>
<td>Summer 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2020</td>
<td></td>
<td></td>
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</tbody>
</table>

Step 4. **Select the “Search” button.**
Step 5. Select the “Subject” drop-down menu and choose the subject. Enter the course number in the “Course Number” field. Uncheck the box for “Show Open Classes Only”. Lastly, select the “Search” button. (E.g. Communication Studies 1006)

Step 6. Select the course with a Wait List status.
Step 7. Check the box for “Wait list if class is full”. Then select the “Next” button.

Step 8. Select the “Proceed to step 2 of 3” button.
Step 9. Select the “Finish Enrolling” button.

Step 10. If enrollment is successful, you will receive a message regarding your enrollment in the wait list and position number.

Please read the message carefully.

NOTE: To swap an enrolled class for a waitlisted class, proceed to the next page.
How to Swap an Enrolled Class for a Waitlisted Class

Repeat the first three (3) Steps from the instructions on pages 1 – 2.

- **Step 1.** Select the “Student Center” tile.
- **Step 2.** Select the “Enroll” tab.
- **Step 3.** Select the term you are planning to enroll.

**Step 4.** Select the “Swap” tab.

**Step 5.** Select an enrolled course from the “Swap This Class” dropdown menu. Then select the “Search” button.
Step 6. Select the “Subject” drop-down menu and choose the subject. Enter the course number in the “Course Number” field. Uncheck the box for “Show Open Classes Only”. Lastly, select the “Search” button. (E.g. Communication Studies 1006)

Step 7. Select the course with a Wait List status.
Step 8. Check the box for “Wait list if class is full”. Then select the “Next” button.

Step 9. Select the “Finish Swapping” button.
Step 10. If enrollment is successful, you will receive a message regarding your enrollment in the wait list and position number. Once enrolled into the waitlisted course, you will be swapped from the enrolled course you selected.

Important Messages:

No Longer Need/Want the Waitlisted Class: If you are no longer wanting or needing the waitlisted course, please drop yourself from the waitlist, to allow others an opportunity for a seat in the class.

If You Are Successfully Enrolled in the Waitlisted Class: The waitlist process will run nightly, attempting to enroll students as class seats open. If you are successfully enrolled into a waitlisted class, you will receive an email notification to inform you of the enrollment. Please be sure to watch your CSUSB Email daily.

Failed Attempts: If you are not successfully enrolled, this will be due to a registration block that is preventing the enrollment. These blocks may be due to a time conflict (simultaneous enrollment) with another course you are already enrolled in, or the enrollment in the waitlisted course will exceed the maximum units allowed (unit overload) or there is a registration HOLD on your record preventing the registration. If any of these blocks exist, enrollment will not be successful. Unless you clear the HOLD, drop a class(es) that conflict or are in excess of the max units allowed, it is best then to drop yourself from the waitlist, to allow others an opportunity for a seat in the class.