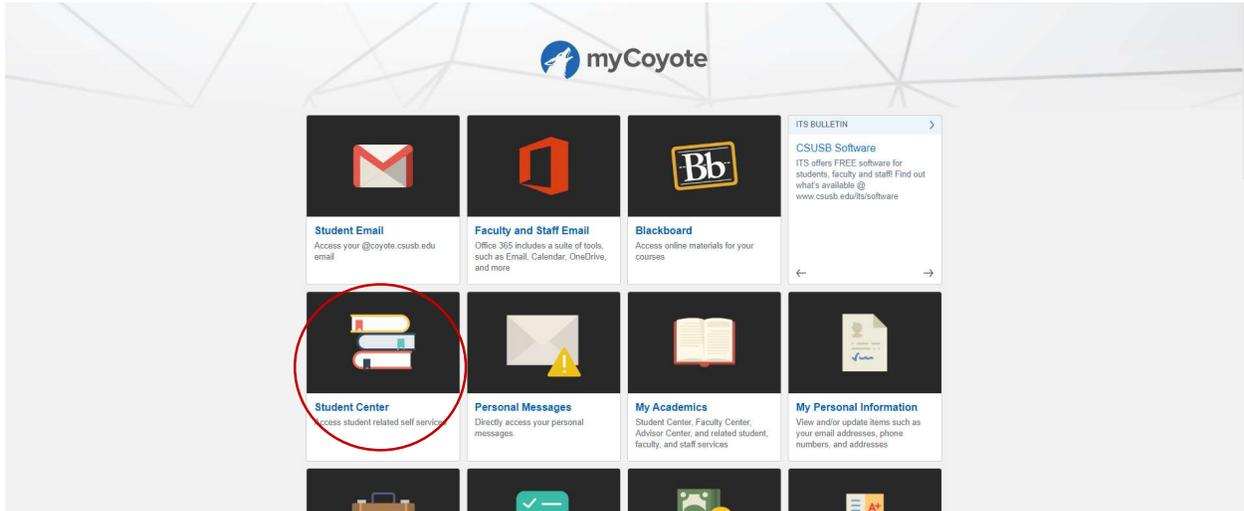


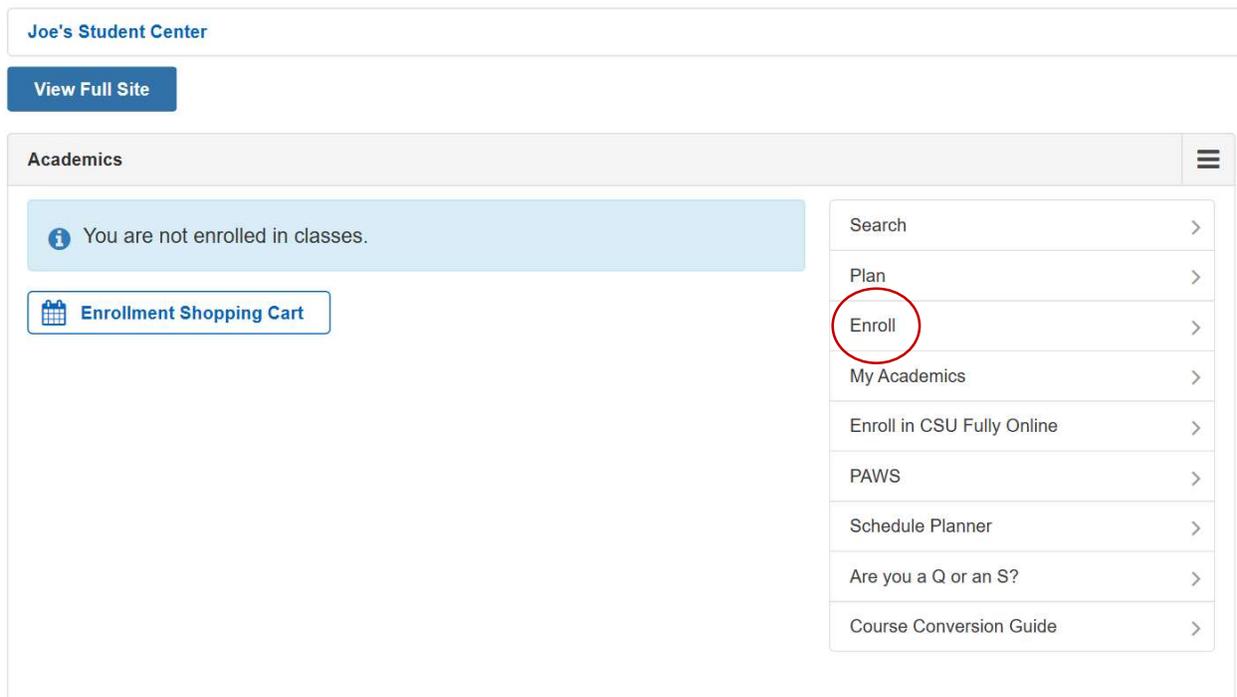
How to Enroll to the Wait List

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.

Select a term then select Continue.

Summer 2016 Undergraduate CSU San Bernardino	>
Spring 2017 Undergraduate CSU San Bernardino	>
Summer 2017 Undergraduate CSU San Bernardino	>
Summer 2018 Undergraduate CSU San Bernardino	>
Summer 2019 Undergraduate CSU San Bernardino	>
Spring 2020 Undergraduate CSU San Bernardino	>
Summer 2020 Undergraduate CSU San Bernardino	>
Fall 2020 Undergraduate CSU San Bernardino	>

Step 4. Select the "Search" button.

Joe Coyote

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Add to Cart

Enter Class Number	Find Classes
<input type="text"/>	Search
<input type="button" value="Enter"/>	<input type="radio"/> Class Search
<input type="button" value="Schedule Planner"/>	

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)

View Full Site

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

Class Search

Subject: Communication Studies

Course Number: is exactly 1006

Course Career: Select

Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

In this section

- My Class Schedule
- Add
- Drop
- Swap
- Edit
- Term Information

Clear Search

Step 6. Select the course with a Wait List status.

66 class section(s) found

COMM 1006 - Oral Communication

	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
Select	81118	01-DIS Regular	MoWe 7:30AM - 8:45AM	ONLINE	Loydie Burmah	08/22/2020 - 12/05/2020	WAIT LIST

Step 7. Check the box for “Wait list if class is full”. Then select the “Next” button.

Joe Coyote Menu

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^ COMM 1006 - ORAL COMMUNICATION

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Discussion	MoWe 7:30AM - 8:45AM	ONLINE	Loydie Burmah	08/22/2020 - 12/05/2020

^ Class Preferences

Component Discussion
Status Wait List
Session Regular Academic Session
Career Undergraduate

Enrollment Information

- Oral Communication
 - Wait list if class is full

Grading Graded
Units 3.00

[Cancel](#) [Next](#)

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

OPEN CLOSED WAIT LIST

🛒 Fall 2020 Shopping Cart

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
Delete	COMM 1006-01 (81118)	MoWe 7:30AM - 8:45AM	ONLINE	L. Burmah	3.00	🕒

📅 My Fall 2020 Class Schedule

You are not registered for classes in this term.

[Proceed to Step 2 of 3](#)

Step 9. Select the “Finish Enrolling” button.

View Full Site

1 SELECT 2 CONFIRM 3 FINISH

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Enrollment Shopping Cart

✓ OPEN ✗ CLOSED ⌚ WAIT LIST

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
COMM 1006-01 (81118)	ORAL COMMUNICAT ION (Discussion)	MoWe 7:30AM - 8:45AM	ONLINE	L. Burmah	3.00	⌚

In this section

- My Class Schedule
- Add
- Drop
- Swap
- Edit
- Term Information

Cancel Previous **Finish Enrolling**

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.

✓ SUCCESS: ENROLLED ✗ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
COMM 1006	<p>Message: Class 81118 is full. You have been placed on the wait list in position number 1. If a seat becomes available, you will be automatically enrolled based upon your wait list position number. If you have a time conflict with another class, are already enrolled in the maximum unit load for the term, and/or have a hold on your record, you will NOT be automatically enrolled regardless of wait list position number. If your position number is less than 5, you are strongly encouraged to attend the first class meeting. If you are automatically enrolled in the class and fail to attend every class meeting during the first week of instruction, the instructor may opt to drop you from the class. It is also your responsibility to drop the class if you do not wish to attend. If you are auto enrolled in the class and do not attend, you will receive a "WU" grade which counts as an "F" in GPA calculation.</p>	✓

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.

The screenshot shows the 'Add to Cart' interface. At the top, there are three progress steps: 1 SELECT (highlighted in blue), 2 CONFIRM, and 3 FINISH. Below the progress bar, the 'Add to Cart' section is divided into two main areas. On the left, there is an 'Enter Class Number' field with an 'Enter' button and a 'Schedule Planner' button. On the right, there is a 'Find Classes' section with a 'Search' button and a 'Class Search' button. To the right of the main content, there is a vertical menu titled 'In this section' (circled in red). The menu items are: My Class Schedule, Add, Drop, Swap (circled in red), Edit, and Term Information.

Step 5. Select an enrolled course from the “Swap This Class” drop-down menu. Then select the “Search” button.

The screenshot shows the 'Swap This Class' and 'With This Class' sections. At the top, there are three progress steps: 1 SELECT (highlighted in blue), 2 CONFIRM, and 3 FINISH. Below the progress bar, the 'Swap This Class' section has a dropdown menu labeled '*Swap This Class' with the selected option 'PA 3150: SOCIETY BUS/GLOBAL GOVERNANCE' (circled in red). The 'With This Class' section has a 'Search for Class' dropdown menu with 'Class Search' selected and a green 'Search' button (circled in red). Below the 'Search for Class' dropdown is an 'Enter Class Nbr' field with a green 'Enter' 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)

[View Full Site](#)

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

Class Search

Subject: Communication Studies

Course Number: is exactly 1006

Course Career: Select

Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

[Clear](#) [Search](#)

In this section

- My Class Schedule
- Add
- Drop
- Swap
- Edit
- Term Information

Step 7. Select the course with a Wait List status.

OPEN
CLOSED
WAIT LIST

66 class section(s) found

COMM 1006 - Oral Communication

	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
Select	81118	01-DIS Regular	MoWe 7:30AM - 8:45AM	ONLINE	Loydie Burmah	08/22/2020 - 12/05/2020	WAIT LIST

Step 8. Check the box for “Wait list if class is full”. Then select the “Next” button.

Joe Coyote Menu

[View Full Site](#)

^ COMM 1006 - ORAL COMMUNICATION

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Discussion	MoWe 7:30AM - 8:45AM	ONLINE	Loydie Burmah	08/22/2020 - 12/05/2020

^ Class Preferences

Component: Discussion
Status: Wait List
Session: Regular Academic Session
Career: Undergraduate

Enrollment Information

- Oral Communication
 - Wait list if class is full

Grading: Graded
Units: 3.00

[Cancel](#) [Next](#)

Step 9. Select the “Finish Swapping” button.

^ You are replacing this class

ENROLLED DROPPED WAIT LISTED

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
PA 3150-02 (82793)	SOCIETY BUS/GLOBAL GOVERNANC E (Lecture)	Fr 10:30AM - 1:15PM	ONLINE	T. McWeeney	3.00	ENROLLED

^ With this class

OPEN CLOSED WAIT LIST

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
COMM 1006-01 (81118)	ORAL COMMUNIC ATION (Discussion)	MoWe 7:30AM - 8:45AM	ONLINE	L. Burmah	3.00	WAIT LIST

[Cancel](#) [Finish Swapping](#)

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.

SUCCESS: CLASSES WERE SWAPPED ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
Swap PA 3150 with COMM 1006	Message: Class 81118 is full. You have been placed on the wait list in position number 1. If a seat becomes available, you will be automatically enrolled based upon your wait list position number. If you have a time conflict with another class, are already enrolled in the maximum unit load for the term, and/or have a hold on your record, you will NOT be automatically enrolled regardless of wait list position number. If your position number is less than 5, you are strongly encouraged to attend the first class meeting. If you are automatically enrolled in the class and fail to attend every class meeting during the first week of instruction, the instructor may opt to drop you from the class. It is also your responsibility to drop the class if you do not wish to attend. If you are auto enrolled in the class and do not attend, you will receive a "WU" grade which counts as an "F" in GPA calculation.	✓

[My Class Schedule](#)

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.*