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.
- Students should ensure that the waitlisted class does not conflict with their existing class schedule.
- If you are not interested in keeping yourself on the waitlist, ensure that you Drop yourself from the waitlist.

How to Add a Wait List Course

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

- 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](image-url)
5. Verify information and click Proceed to Step 2 of 3 and then click on Finish Enrolling.

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

7. You can also check view your waitlist position by clicking “my class schedule tab”

8. For the wait listed course(s), your position number will appear as follows in your class schedule (list view):
How to Drop a Wait List Course

1. Repeat Steps 1-3 as indicated on page 1.

2. 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.
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.
3. 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.
4. If the class is offering a waitlist option, you will see the following Wait list icon
5. Click on the Wait List check box and click Next.
6. Verify information and click on Finish Swapping.

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.