Guide to Enrolling in Waitlist for a Full (Closed) Class

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. Students will need to check their schedule for updates.
- If you have exceeded maximum credits per term and/or you are choosing to wait list for a course you are already registered for, wait list process will not move you from wait list to enrolled list unless you use swap function (see below for instruction).

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.
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 closed & have been placed on the waitlist with assigned number.
Guide to Swapping Enrolled Class for a Waitlist Class

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 “With This Class” section, choose the waitlisted class you wish to add by using the Search for Class, Select from Shopping Cart or entering the 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 closed & have been placed on the waitlist with assigned number.
Guide to Dropping Waitlist Class(es)

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.