

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.**

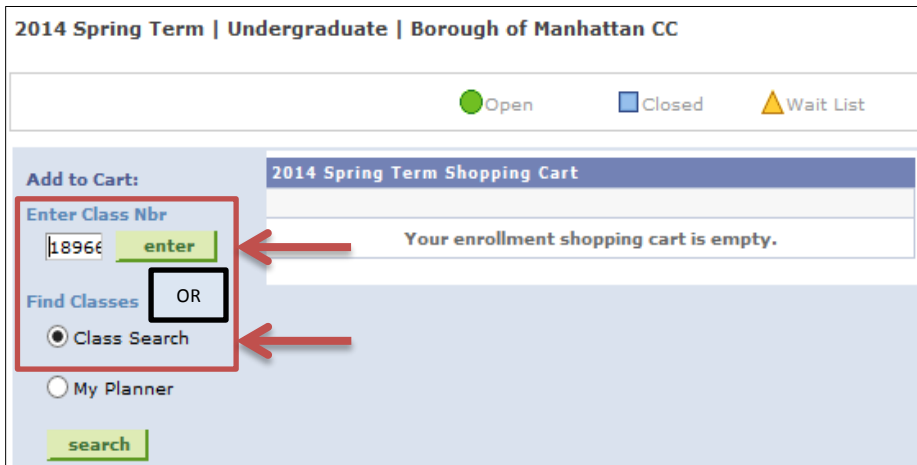
Instructions:

How to Add a Wait List Course

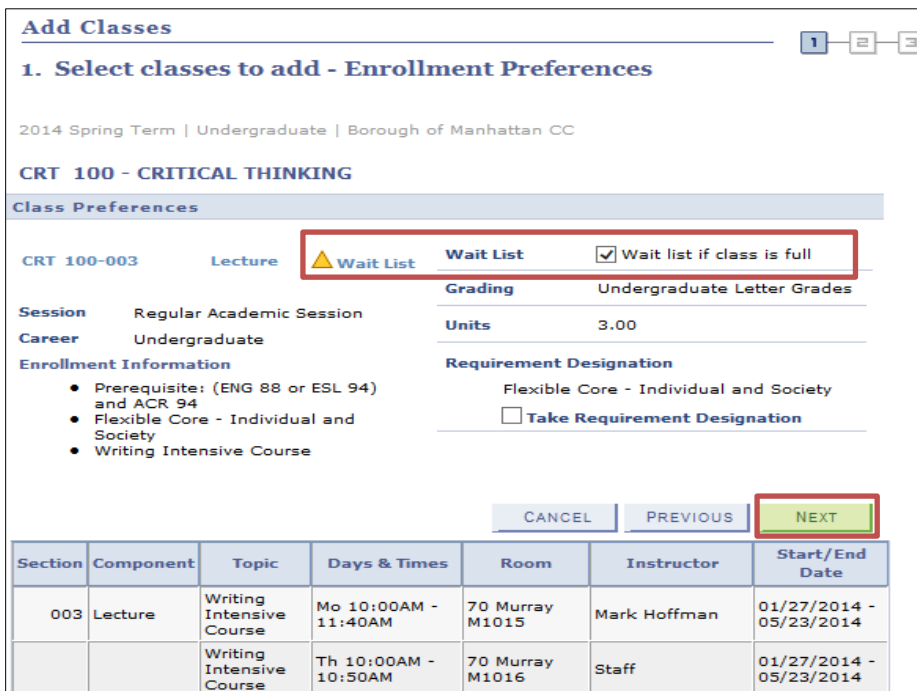
1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions**, then **Self Service** followed by **Student Center**
3. In the **Academics** section, click the **Enroll** link



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.

✔ CRT 100 has been added to your Shopping Cart.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Find Classes
 Class Search
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CRT 100-003 (18966)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	3.00	▲

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CRT 100-003 (18966)	CRITICAL THINKING (Lecture)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	3.00	▲

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

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
CRT 100	Message: Class 18966 is full. You have been placed on the wait list in position number 1.	✔

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):

CRT 100 - Critical Thinking						
Status	Waitlist Position	Units	Grading	Grade	Requirement Designation	Deadlines
Waiting	1	3.00	Undergraduate Letter Grades		Flexible Core - Individual and Society (Not Taken)	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date

How to Drop a Wait List Course

- 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.

my class schedule || add || drop || swap || edit || term information || law exam numb

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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✔ Enrolled
 ⊗ Dropped
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ACC 241-001 (31020)	TAXATION (Lecture)	TuTh 8:00AM - 9:40AM	Fiterman 605	Staff	3.00	✔
<input checked="" type="checkbox"/>	CRT 100-003 (18966)	CRITICAL THINKING (Lecture)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	3.00	▲

DROP SELECTED CLASSES

2. Confirm your selection

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 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 Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

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✔ Enrolled
 ⊗ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CRT 100-003 (18966)	CRITICAL THINKING (Lecture)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	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.

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✔ Success: dropped
 ✘ Error: unable to drop class

Class	Message	Status
CRT 100	Success: This class has been removed from your schedule.	✔

MAKE A PAYMENT
 MY CLASS SCHEDULE

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.

Swap a Class

1. **Select a class to swap**

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule ENG 311: CREATIVE WRITING

With This Class

Search for Class Class Search search

----- OR -----

Select from Shopping Cart select

----- OR -----

Enter Class Nbr 18966 enter

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

Add Classes

1. **Select classes to add - Enrollment Preferences**

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CRT 100 - CRITICAL THINKING

Class Preferences

CRT 100-003 Lecture **Wait List**

Wait List Wait list if class is full

Grading Undergraduate Letter Grades

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Prerequisite: (ENG 88 or ESL 94) and ACR 94
- Flexible Core - Individual and Society
- Writing Intensive Course

Requirement Designation

Flexible Core - Individual and Society

Take Requirement Designation

CANCEL
 PREVIOUS
 NEXT

Section	Component	Topic	Days & Times	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 Murray M1016	Staff	01/27/2014 - 05/23/2014

NOTES

- Verify information and click on Finish Swapping.

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

✔ Enrolled ✖ Dropped ▲ Wait Listed

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	TBA TBA	Staff	3.00	✔

With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CRT 100-003 (18966)	CRITICAL THINKING (Lecture)	Mo 10:00AM - 11:40AM Th 10:00AM - 10:50AM	70 Murray M1015 70 Murray M1016	M. Hoffman	3.00	▲

CANCEL
FINISH SWAPPING

- 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

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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✔ 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 placed on the wait list in position number 1.	✔