How to waitlist a course

BY ENCOUNTER TO EXCELLENCE
Step 1

- Visit my.csudh.edu and sign in by using your campus username and password.
Step 2

- Once you are signed in, locate the Student Center and click on it.
Step 3

- Under the Academics tab, locate the **Enroll** option and click on it.
Step 4

- To search for the course you want to waitlist, simply click on the **search button**.
Step 5

- Next, insert the abbreviation of the subject where it says **subject**.
- Ex. English would be “ENG”
- Note: do not click the search button yet.
Step 6

- After entering the subject, insert the exact course number under **Course Number**.
- Ex: The course number for ENG 110 would be **110**.
- Note: do not click the search button yet.
Step 7

- Uncheck the check box that says **Show Open Classes Only**. This way, the box is *blank* and you may have the option to waitlist a course.
Step 8

- Click the **Search** button to find waitlisted classes.
Step 9

- The status of the course you are trying to waitlist should be a yellow triangle, which indicates wait list.
- Click the select button to the right of the course you would like to waitlist in.
Step 10

- Check the box titled **wait list if class is full**. After checking the box, it should be filled with a checkmark.

- Next, click on **Next** to add the course to your shopping cart.
Step 11

- After clicking next, you will be taken back to the shopping cart screen, but this time your selected course will be in your shopping cart.
- Ensure that the course you are wait-listing in has a checkmark under the select section.
- Click the enroll button to continue enrolling in the course.
Step 12

- To finish wait-listing a course, click the Finish Enrolling button.
Step 13

- If you have successfully wait-listed your course, then you will see a green checkmark status symbol under status.

- To see what position you are on the wait list, click **My Class Schedule**.

- If there is a red x status symbol, then you have not wait-listed into the course. Please read the error message carefully because it may be due to a variety of reasons. Reasons include, but are not limited to: time conflict with your class schedule, account Holds, or the class is full.

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**Add Classes**

**3. View results**

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Spring 2017 | Undergrad and Ext Ed Credit | CSU Dominguez Hills

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 206</td>
<td>Message: Class 22925 is full. You have been placed on the wait list in position number 15.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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**MY CLASS SCHEDULE**  **ADD ANOTHER CLASS**
Step 14

- After clicking **My Class Schedule**, you will be presented with this page.

- Uncheck the check box that says **Show Enrolled Classes**. The check box should now be *blank*.

- Uncheck the check box that says **Show Dropped Classes**. The check box should now be *blank*.

- **Notice**: on the top left of this page, you can also access this page by clicking the tab titled **my class schedule**.
Step 15

- Make sure that the **Show Waitlisted Classes** check box has a checkmark in it.

- Next, click the green **filter** button to see your waitlisted classes.
Step 16

- Find the class you are wait-listing and locate the **Waitlist Position** section. There should be a number under the section (ex. 3). This number indicates your position on the waitlist with other students.

- **Note**: at the beginning of the semester, be proactive in reaching out to your professor in the waitlisted course, so that you may know whether or not you got into the course.