

How to Enroll to the Wait List

1. From myCoyote – select the “Student Center” icon.

The screenshot shows the myCoyote dashboard. On the left is a 'My Schedule' table with columns for Class, Days, Location, and Instructor. On the right is a 'Top Tools' menu with various icons. The 'Student Center' icon, which depicts a building, is circled in red.

Class	Days	Location	Instructor
KINE 4800 Biomechanics Section 02 - LAB - 0 units	Mon 2:30 PM 5:15 PM	HPB-04	Justin Swanson Justin.Swanson@csusb.edu
SOC 3300 Soc Aging Section 02 - LEC - 3 units	Mon, Wed 9:00 AM 10:15 AM	CGI-203	Eric Vogelsang Eric.Vogelsang@csusb.edu
KINE 4800 Biomechanics Section 01 - LEC - 4 units	Mon, Wed 1:00 PM 2:15 PM	JB-113	V Ambati VAmbati@csusb.edu
KINE 3810 Sport And Exercise Nutrition Section 02 - LEC - 3 units	Tue, Thu 10:30 AM 11:45 AM	PE-129	Cameron Van Wye Cameron.VanWye@csusb.edu
KINE 3800	Tue, Thu		Jacop Ma

2. Select the “Enroll” tab.

The screenshot shows the Academics page. On the right side, there is a vertical menu with options: Search, Plan, Enroll, My Academics, and Enroll in CSU Fully Online. The 'Enroll' option is circled in red. Below this menu is a 'PAWS Schedule Planner' link.

CLASS	SCHEDULE	DEADLINES
KINE 2200-60 LEC (60398)	TBA ONLINE	

3. Select the term you are planning to enroll and click “Ok.”

1 SELECT

Fall 2023
Undergraduate
CSU San Bernardino

Spring 2024
Undergraduate
CSU San Bernardino

Summer 2024
Undergraduate
CSU San Bernardino

Fall 2024
Undergraduate
CSU San Bernardino

4. Select the “Search” button.

1 SELECT **2 CONFIRM**

Add to Cart

Enter Class Number

Find Classes

Class Search

5. Select the “Subject” dropdown 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)

Class Search

Subject Communication Studies

Course Number is exactly 1006

Course Career Select


Show Open Classes Only Open Entry/Exit Classes Only

6. Select the course with a Wait List status.

	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
Select	82198	60-DIS Regular	MoWe 2:30PM - 3:45PM	ONLINE	Amy Wassing	08/24/2024 - 12/07/2024	⊕

7. Check the box for "Wait list if class is full." Then, select the "Next" button.

COMM 1006-60

Component Discussion
Status  Wait List

Session Regular Academic Session
Career Undergraduate

- Oral Communication

Wait list if class is full

Grading Graded
Units 3.00

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
60	Discussion	MoWe 2:30PM - 3:45PM	ONLINE	Amy Wassing	08/24/2024 - 12/07/2024

Class Notes

Class Notes
Class section offered fully online. A designated day/time has been scheduled for synchronous interaction with instructor. Some campus meetings may be required.

Cancel Next

8. Select the "Proceed to step 2 of 3" button.

OPEN CLOSED WAIT LIST

Fall 2020 Shopping Cart

DELETE	CLASS	DAYS/TIME	ROOM	INSTRUCTOR	UNITS	STATUS
Delete	COMM 1006-01 (B1118)	MoWe 7:30AM - 8:45AM	ONLINE	L. Durrain	3.00	⊕

My Fall 2020 Class Schedule

You are not registered for classes in this term.

Proceed to Step 2 of 3

9. Select the “Finish Enrolling” button.

The screenshot shows the enrollment shopping cart interface. At the top, there are three steps: 1. SELECT, 2. CONTINUE (highlighted in blue), and 3. FINISH. Below the steps, there is a message: "Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel." The main area is titled "Enrollment Shopping Cart" and contains a table with columns: CLASS, DESCRIPTION, DAYS/TIMES, ROOM, INSTRUCTOR, UNITS, and STATUS. The table has one row: COMM 1006-01 (81118), ORAL COMMUNICATION (Discussion), Mo/W 7:30AM - 8:45AM, ONLINE, L. Burnah, 3.00, and a status icon of a yellow circle with a 'W'. To the right of the table is a sidebar with "In this section" and links: My Class Schedule, Add, Drop, Swap, Edit, and Term Information. At the bottom right, there are three buttons: Cancel, Previous, and Finish Enrolling (circled in red).

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.

The screenshot shows the enrollment message interface. At the top, there are two messages: "SUCCESS: ENROLLED" (circled in red) and "ERROR: UNABLE TO ADD CLASS". Below the messages is a table with columns: CLASS, MESSAGE, and STATUS. The table has one row: COMM 1006, a detailed message about being on the wait list, and a status icon of a green circle with a checkmark (circled in red).

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 page 1-2.

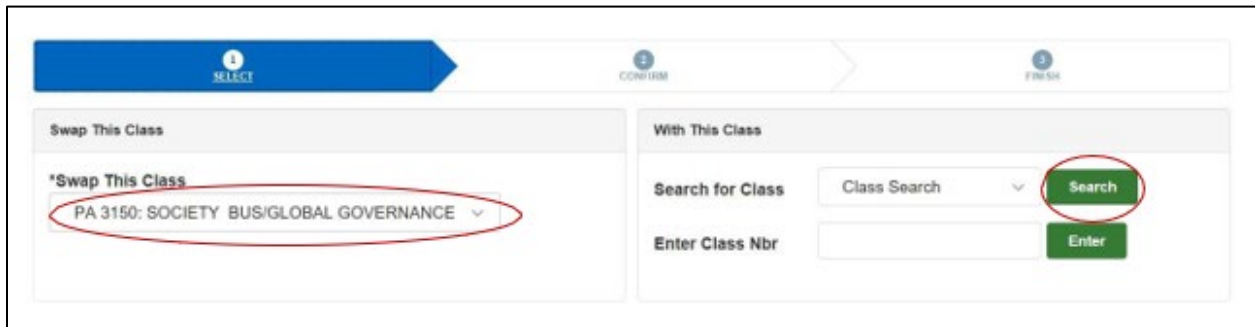
- Step 1: Select the “Student Center” tile.
- Step 2: Select the “Enroll” tab.
- Step 3: Select the term that you are planning to enroll in.

Step 4: Select the “Swap” tab.



The screenshot shows the 'Add to Cart' interface. At the top, there are three steps: 1. SELECT, 2. CONFIRM, and 3. FINISH. The 'SELECT' step is highlighted in blue. Below the steps, there is a search area with 'Enter Class Number' and 'Find Classes' sections. The 'Find Classes' section has a 'Search' button and a 'Class Search' button. On the right side, there is a dropdown menu titled 'In this section' with options: 'My Class Schedule', 'Add', 'Drop', 'Swap', and 'Term Information'. The 'Swap' option is circled in red.

Step 5: Select an enrolled course from the “Swap This Class” dropdown menu. Then select the “Search” button.



The screenshot shows the 'Swap This Class' interface. At the top, there are three steps: 1. SELECT, 2. CONFIRM, and 3. FINISH. The 'SELECT' step is highlighted in blue. Below the steps, there is a 'Swap This Class' section with a dropdown menu showing 'PA 3150: SOCIETY BUS/GLOBAL GOVERNANCE'. The dropdown menu is circled in red. To the right, there is a 'With This Class' section with a 'Search for Class' dropdown menu showing 'Class Search' and a 'Search' button. The 'Search' button is circled in red. Below the 'Search for Class' dropdown menu, there is an 'Enter Class Nbr' field and an 'Enter' button.

Step 6: Select the “Subject” dropdown 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.

66 class section(s) found

COMM 1006 - Oral Communication

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

Select

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

COMM 1006 - ORAL COMMUNICATION

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Discussion	MoWe 7:30AM - 8:45AM	ONLINE	Loydie Burnah	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.

The screenshot shows a web interface for class swapping. At the top, it says "You are replacing this class". Below this, there are two sections: "ENROLLED" and "WAITLISTED".

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

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

At the bottom right, there are two buttons: "Cancel" and "Finish Swapping". The "Finish Swapping" button is circled in red.

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.

The screenshot shows a success message with the following content:

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.	ENROLLED

At the bottom right, there is a button labeled "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.*