How to Enroll to the Wait List

1. From myCoyote – select the "Student Center" icon.

2. Select the "Enroll" tab.

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

4. Select the "Search" button.

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)

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/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
✖ Delete	COMM 1006-01 (81118)	MoWe 7:30AM - 8:45AM	ONLINE	L. Burmah	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.

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.

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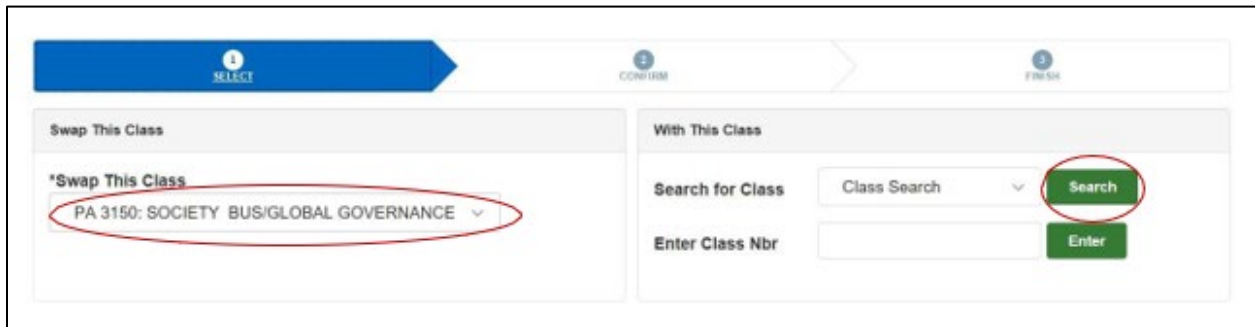
- Step 1: Select the "Student Center" tile.
- Step 2: Select the "Enroll" tab.
- Step 3: Select the term that you are planning to enroll in.

Step 4: Select the "Swap" tab.

Step 5: Select an enrolled course from the "Swap This Class" dropdown menu. Then select the "Search" 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)

Step 7: Select the course with a Wait List status.

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

Step 9: Select the "Finish Swapping" button.

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.

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.*