How to Enroll into a Wait Listed Course

When using the Class Search to look for classes, make sure to remove the checkmark from the "Show Open Classes Only" box. This will provide a listing of all sections of a class, including wait listed sections.

Search for Classes

Enter Search Criteria

Search for Classes

| Institution | Bloomsburg University of PA |
| Term | 2016 Spring |

Select at least 2 search criteria. Click Search to view your search results.

▽ **Class Search**

Subject	Psychology
Course Number	is exactly		
Course Career	Undergraduate

☐ Show Open Classes Only

☐ Open Entry/Exit Classes Only

▷ **Additional Search Criteria**

CLEAR   SEARCH

The search results will display a yellow triangle for any course that is closed, but accepting students on the waitlist.

Search for Classes

Search Results

Bloomsburg University of PA | 2016 Spring

The following classes match your search criteria Course Subject: **Psychology**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

● Open	□ Closed	△ Wait List

NEW SEARCH   MODIFY SEARCH

65 class section(s) found

▼ PSYCH 101 - GENERAL PSYCHOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2055	01-LEC Regular	MoWeFr 9:00AM - 9:50AM	MCHS 2303	Marion Mason	01/19/2016 - 05/07/2016	△

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2056	02-LEC Regular	MoWeFr 10:00AM - 10:50AM	MCHS 2303	George Chavez	01/19/2016 - 05/07/2016	●

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2057	03-LEC Regular	We 6:00PM - 9:00PM	MCHS 2303	Brett Beck	01/19/2016 - 05/07/2016	●

When selecting a course to schedule that is currently in a Wait List status, be sure to check the "Wait list if class is full" box before adding the course to your shopping cart.

go to ...

Search	Plan	Enroll	My Academics

my class schedule	add	drop	swap	term information

Add Classes

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1. Select classes to add - Enrollment Preferences

2015 Fall | Undergraduate | Bloomsburg University of PA

EXERSCI 270 - EXERCISE & YOU

Class Preferences

EXERSCI 270-01   Activity   ⚠ Wait List   **Wait List**   ☑ Wait list if class is full

Session   Regular Academic Session   **Permission Nbr** [   ]

Career   Undergraduate

Grading   Graded

Units   2.00

Program   UGRD Business

CANCEL   PREVIOUS   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Activity	TuTh 12:30PM - 1:45PM	Nelson Field House 0250	Sheila Kaercher	08/24/2015 - 12/11/2015
		TuTh 12:30PM - 1:45PM	Nelson Field House 0185	Sheila Kaercher	08/24/2015 - 12/11/2015

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Term Information

go to ...

3

This will add the selected course to your shopping cart with a yellow triangle noting that this course is in a wait list status.

go to ...   ▼ ⟫

| Search | Plan | Enroll | My Academics |

| my planner | shopping cart | course history |

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Click Validate to have the system check for possible conflicts prior to enrolling.

✔ **EXERSCI 270 has been added to your Shopping Cart.**

2015 Fall | Undergraduate | Bloomsburg University of PA   change term

| | ●Open | ■Closed | ⚠ Wait List |

Add to Cart:

Enter Class Nbr

[   ] enter

Find Classes

⦿ Class Search

○ My Requirements

○ My Planner

search

schedule planner

2015 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
☐	ECONOMIC 156-01 (1527)	MoWeFr 1:00PM - 1:50PM	Sutliff Hall 0217	A. Banik	3.00	■
☐	EXERSCI 270-01 (2653)	TuTh 12:30PM - 1:45PM TuTh 12:30PM - 1:45PM	Nelson Field House 0250 Nelson Field House 0185	S. Kaercher	2.00	⚠
☐	MGMT 345-02 (1132)	TuTh 9:30AM - 10:45AM	Sutliff Hall 0112	S. Welch	3.00	■

for selected: delete   validate   enroll

Confirm the wait listed course should be added to the enrollment process by clicking the "Finish Enrolling" button.

Shopping Cart

2. Confirm classes

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

2015 Fall | Undergraduate | Bloomsburg University of PA

| Open | Closed | ⚠ Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
EXERSCI 270-01 (2653)	EXERCISE & YOU (Activity)	TuTh 12:30PM - 1:45PM TuTh 12:30PM - 1:45PM	Nelson Field House 0250 Nelson Field House 0185	S. Kaercher	2.00	⚠

CANCEL   PREVIOUS   FINISH ENROLLING

You will then receive this message that you have been placed on the wait list and it will tell you what position number you are in on the wait list.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

2016 Spring | Undergraduate | Bloomsburg University of PA

✔ Success: enrolled	✖ Error: unable to add class

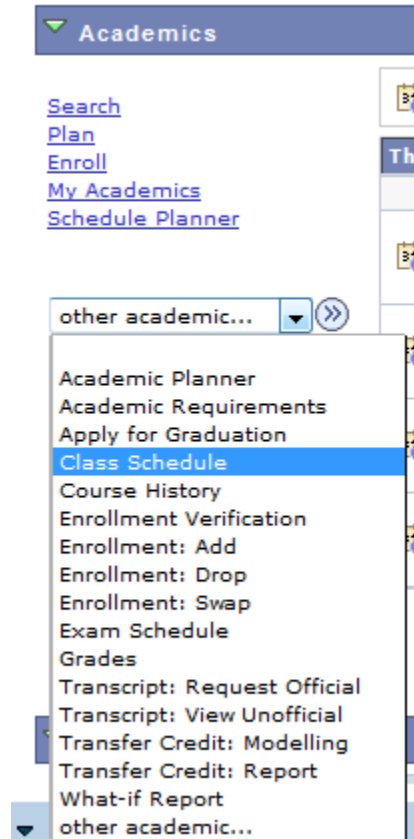| Class	Message	Status
EXERSCI 270	**Message:** Class 2746 is full. You have been placed on the wait list in position number 1.	✔

MY CLASS SCHEDULE | ADD ANOTHER CLASS

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Term Information

go to ...   ▼ ⟩⟩

Another way to view your position number or to check the status of your position on the wait list is to choose "Class Schedule" from the "other academic" bar in your Student Center.

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▼ ⟩⟩

Academic Planner
Academic Requirements
Apply for Graduation
Class Schedule
Course History
Enrollment Verification
Enrollment: Add
Enrollment: Drop
Enrollment: Swap
Exam Schedule
Grades
Transcript: Request Official
Transcript: View Unofficial
Transfer Credit: Modelling
Transfer Credit: Report
What-if Report
other academic...

Here you can view "My Class Schedule" for a specific term. Be sure to click on "List View" and make sure the "Show Waitlisted Classes" box is checked. You can view your wait list position number here.

Search	Plan	Enroll	My Academics

my class schedule	add	drop	swap	term information

My Class Schedule

Select Display Option ● List View   ○ Weekly Calendar View

2016 Spring | Undergraduate | Bloomsburg University of PA   change term

▼ **Class Schedule Filter Options**

☑ Show Enrolled Classes   ☑ Show Dropped Classes   ☑ Show Waitlisted Classes   filter

EXERSCI 270 - EXERCISE & YOU

Status	Waitlist Position	Units	Grading	Grade	Program	Deadlines
Waiting	1	2.00	Graded		UGRD Business	📅 ℹ

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Textbook
2746	01	Activity	MoWe 1:00PM - 2:15PM	Nelson Field House 0250	Paul Harrison	01/19/2016 - 05/07/2016	🔍
			MoWe 1:00PM - 2:15PM	Nelson Field House 0185	Paul Harrison	01/19/2016 - 05/07/2016	🔍
			MoWe 1:00PM - 2:15PM	Redman Stadium	Paul Harrison	01/19/2016 - 05/07/2016	🔍

Printer Friendly Page

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Term Information

go to ...   ▼ ⟫