

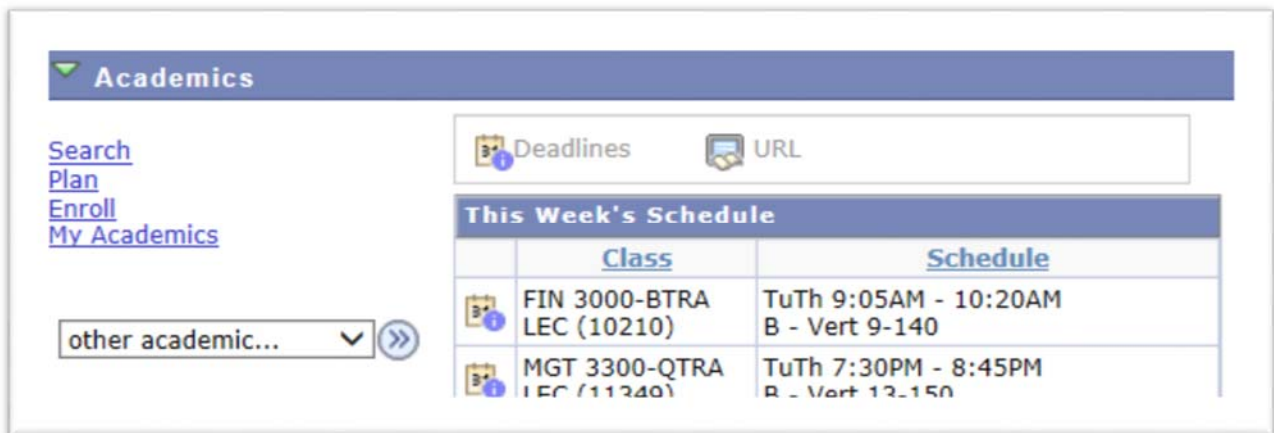
CUNYfirst Student Self Service: Wait List Guide

Wait List:

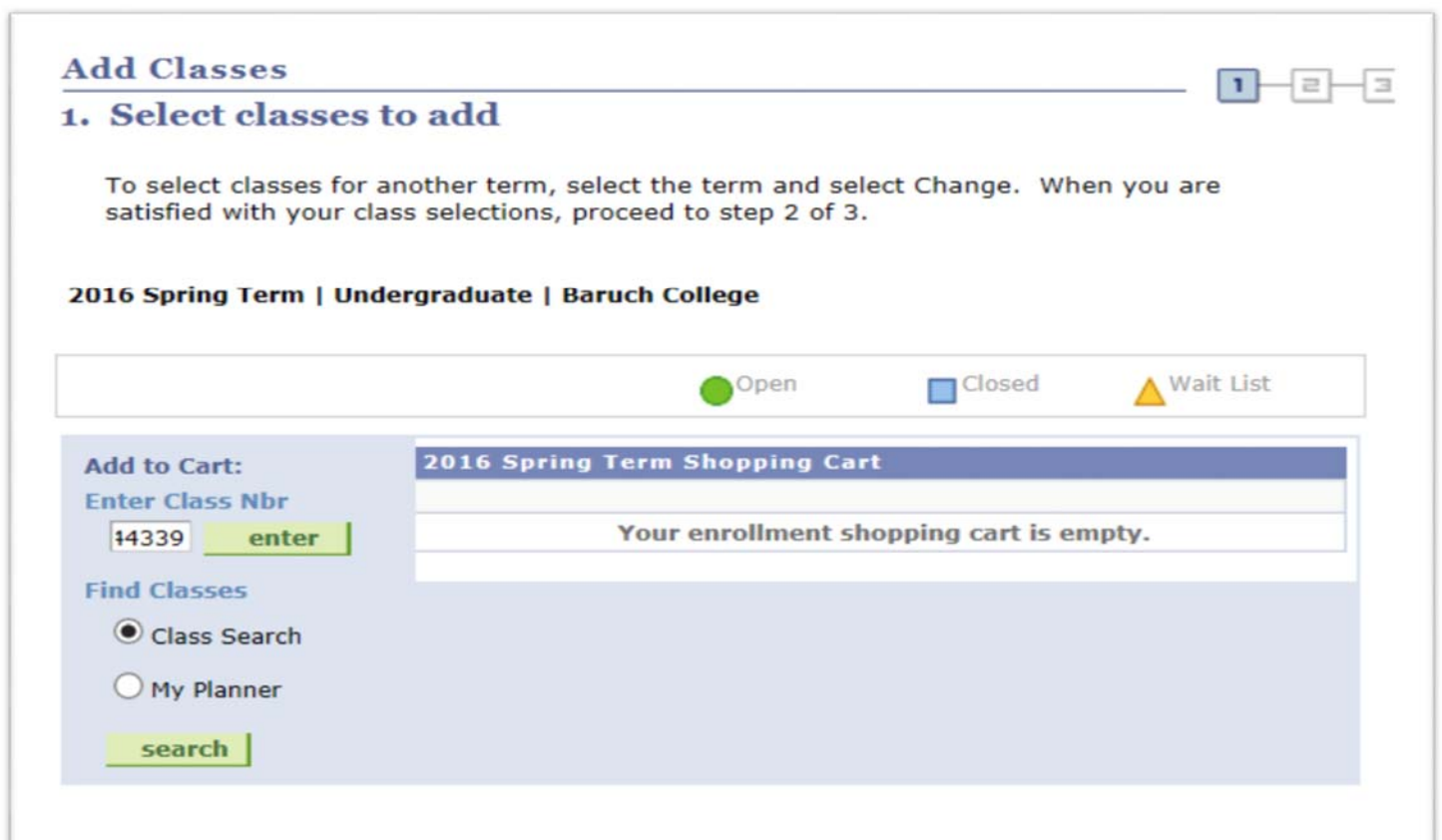
Students may use the self-service wait list feature when a class is full and a wait list option is available. *Note not all classes offer wait lists options.*

[How to enroll in Waitlist for a Full \(Closed\) Class](#)

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.


Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2016 Spring Term | Undergraduate | Baruch College

CIS 3100 - Object Orient Prog I

Class Preferences

CIS 3100-EMWA Lecture  Wait List Wait List Wait list if class is full

Grading Undergraduate Letter Grades

Session Regular Academic Session

Units 3.00

Career Undergraduate

Enrollment Information

- PREREQUISITE: CIS 2200 AND ZICK OR ZKTP Student Group OR NBTBIN-MIN OR NBSTAT-MIN Plan AND BUS 1000 OR 1001.

Requirement Designation

Regular Non-Liberal Arts

Take Requirement Designation

CANCEL NEXT

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|----------------------|----------------|---------------------|-------------------------|
| EMWA | Lecture | MoWe 2:30PM - 3:45PM | B - Vert 4-175 | Giselle Goldschmidt | 01/29/2016 - 05/28/2016 |

❖ 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.

Search Plan Enroll My Academics

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

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2016 Spring Term | Undergraduate | Baruch College

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr


enter

Find Classes

Class Search

My Planner

search

| 2016 Spring Term Shopping Cart | | | | | | |
|---|---------------------------------------|----------------------|----------------|----------------|-------|---------------------------------------|
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|  | CIS 3100-EMWA (44337) | MoWe 2:30PM - 3:45PM | B - Vert 4-175 | G. Goldschmidt | 3.00 | ▲ |

PROCEED TO STEP 2 OF 3

Add Classes 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2016 Spring Term | Undergraduate | Baruch College

● Open ■ Closed ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|-----------------------|--------------------------------|----------------------|----------------|----------------|-------|---------------------------------------|
| CIS 3100-EMWA (44337) | Object Orient Prog I (Lecture) | MoWe 2:30PM - 3:45PM | B - Vert 4-175 | G. Goldschmidt | 3.00 | ▲ |

CANCEL
PREVIOUS
FINISH ENROLLING

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

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2016 Spring Term | Undergraduate | Baruch College

✔ Success: enrolled ✘ Error: unable to add class

| Class | Message | Status |
|----------|--|--------------------------------------|
| CIS 3100 | Message: Class 44337 is full. You have been placed on the wait list in position number 5. | ✔ |

MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS