

How to add myself to the waitlist for a class that is full

1. Logon to my.wsu.edu.
2. Click on Student Center.

STUDENT CENTER

[Go to my Student Center](#)

Use the student center to manage school related activities such as:

- Check Your Student Aid
- View Schedule
- Enroll for Fall 2012
- Manage Personal Information
- And More

[Go to my Student Center](#)

3. Select the "Enroll" link.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic..

4. Select the term and then select the "Continue" button

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2013 Fall Semester	Undergraduate	Washington State University
<input checked="" type="radio"/>	2014 Spring Semester	Undergraduate	Washington State University

5. Choose "Class Search" under "Find Classes" then select the "search" button.

Add Classes 1 2 3

1. Select classes to add

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

2014 Spring Semester | Undergraduate | Washington State University **change term**

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 enter

Find Classes

- Class Search**
- My Requirements
- My Planner

search

2014 Spring Semester Shopping Cart

Your enrollment shopping cart is empty.

6. Select the course subject and enter the course number, then click "Search."
Make sure to uncheck the "Show Open Classes Only" checkbox.

Add Classes 1 2 3

Enter Search Criteria

SEARCH FOR CLASSES

Washington State University | 2014 Spring Semester

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

Class Search

Campus Pullman Campus

Course Subject Psychology

Course Number is exactly 105

Course Career

Show Open Classes Only

Additional Search Criteria

[Return to Add Classes](#) Clear **Search**

7. Click “select class”. Note the status of this class is Wait List

Open Closed **Wait List**

PSYCH 105 - [SSCI] Introductory Psychology

First 1-10 of 10 Last

Section [01-LEC\(2284\)](#) Status **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:10AM - 11:00AM	Todd Hall 133		01/13/2014 - 05/02/2014

8. Check the “Wait List if Class is Full” box then select “Next”. This will add the class to your shopping cart.

PSYCH 105 - Introductory Psychology

Class Preferences

PSYCH 105-01 Lecture Wait List Wait List Wait list if class is full

Grading Letter Grade

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- [S] Social Science GER
- [SSCI] Social Sciences UCORE

Cancel **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 10:10AM - 11:00AM	Todd Hall 133		01/13/2014 - 05/02/2014

9. The class has now been added to your shopping cart. Select “Proceed to Step 2 of 3”

Add Classes 1

1. Select classes to add

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

PSYCH 105 has been added to your Shopping Cart.

2014 Spring Semester | Undergraduate | Washington State University **change term**

Open Closed Wait List

Add to Cart: Enter Class Nbr **enter**

Find Classes

Class Search

My Requirements

My Planner

search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSYCH 105-01 (2284)	MoWeFr 10:10AM - 11:00AM	Todd Hall 133		3.00	

Proceed to Step 2 of 3

10. Click "Finish Enrolling" to be added to the waitlist for the class

Add Classes 1 2 3

2. Confirm classes

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

2014 Spring Semester | Undergraduate | Washington State University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYCH 105-01 (2284)	Introductory Psychology (Lecture)	MoWeFr 10:10AM - 11:00AM	Todd Hall 133		3.00	

11. This message shows that you have been placed on the waitlist, as well as the position number

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2014 Spring Semester | Undergraduate | Washington State University

Success: enrolled Error: unable to add class

Class	Message	Status
PSYCH 105	Message: Class 2284 is full. You have been placed on the wait list in position number 1.	

1. You will automatically be enrolled when a space becomes available.
2. You can waitlist an unlimited number of sections.
3. You will be notified when you have been added from the waitlist.
4. You will not be enrolled from the waitlist if there is a time conflict for a waitlisted class or pre-requisites have not been met or you are enrolled in another section of the same course, or enrollment will exceed the 22 total hour limit.
5. The waitlist process for adding students to class will automatically stop running on the last the last day that a student may add a course online. See that Academic Calendar at www.registrar.wsu.edu