**Wait listing** – beginning spring 2014 NSC allows students to waitlist themselves for classes that are full.

Here’s how it works:

1) Enter the Prefix of the course subject

   To view all classes including full classes (for possible wait listing) uncheck “Show Open Classes Only” and click “Search”.

![Image of class search interface]
2) The waitlisting option is identified by a yellow triangle. Review the date, time, location, instructor and make the appropriate selection by clicking on “select class”.

The following classes match your search criteria Course Subject: Biology. Course Number is exactly 189. Show Open Classes Only: No

Return to Add Classes

NEW SEARCH       MODIFY SEARCH

The following classes match your search criteria Course Subject: Biology. Course Number is exactly 189. Show Open Classes Only: No

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NEW SEARCH       MODIFY SEARCH
3) Mark the box that says “Wait list if class is full” and then click Next.
4) Review your selection and click “proceed to step 2 of 3”.

Add Classes

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.

BIOL 189 has been added to your Shopping Cart.
5) Complete the transaction by clicking on “Finish Enrolling”.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
6) You have now been added to a waiting list for that class as indicated by the green check mark. If you received a red “X” please review the error message.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 189</td>
<td>Message: Class 86530 is full. You have been placed on the wait list in position number 1.</td>
<td>Success: enrolled</td>
</tr>
</tbody>
</table>
7) Review your class schedule regularly to check the position number or to see if you have been added to the class. If you have been added you will have 48 hours to make a payment or to make arrangements with the Cashier’s Office of the Financial Aid Office.