Wait listing Instructions

Adding yourself to a waiting list is as simple as adding a class! Simply click on “enroll” as indicated below and follow the instruction to follow!
Ensure the proper term and institution, and click “continue”.

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Spring</td>
<td>Undergraduate</td>
<td>Nevada State College</td>
</tr>
<tr>
<td>2014 Summer</td>
<td>Undergraduate</td>
<td>Nevada State College</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>Undergraduate</td>
<td>Nevada State College</td>
</tr>
</tbody>
</table>
Search for desired classes by clicking on “search”.
Enter the prefix of the desired course and course number.

- To view all classes including full classes you must uncheck “show open classes only” and click on “search”
Wait listing option is identified by the yellow triangle. Review the date, time, location, instructor and make the appropriate selection by clicking on “select class”.
In selecting the class you will have to mark/check the box that indicates that you will be added to a “wait list if class is full”. Once box has been marked/checked click on “next”.
Review your selection and click on “proceed to step 2 of 3.

- Please ensure you do not have any holds on your account. You must also ensure you meet all pre-requisites required for the class.
Complete the transaction by clicking on “finish Enrolling”
You have now been added to a waiting list for your desired course as indicated by the green check mark.  

- **If you received a red “X” please review the error message and contact the appropriate office.**
Review your class schedule regularly to check your position number or if you have been added to the class.

- If you have been added to the class you will have **48hrs.** to make a payment or to make arrangements with the Cashiers Office or Financial Aid Office.