

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”.

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes

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Search | Plan | Enroll | My Academics
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Add Classes 1 | [] | []

Enter Search Criteria

Search for Classes

Nevada State College | 2014 Fall

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

▼ **Class Search**

Course Subject select subject Biology

Course Number is exactly

Course Career

Show Open Classes Only
 Open Entry/Exit Classes Only

Mode of Instruction
Location

▶ **Additional Search Criteria**

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- 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”.

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes

[My Class Schedule](#)

BIOL 189 Mo 8:00AM - 10:50AM
LAS 122
We 8:00AM - 10:50AM
LAS 221

[Shopping Cart](#)
Your shopping cart is empty.

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

[Return to Add Classes](#)

Open Closed Wait List

BIOL 189 - Fundamentals of Life Science

Section	001-LLB(86536)	Status	<input type="button" value="select class"/>		
Session	Regular	<input checked="" type="radio"/>	<input type="button" value="select class"/>		
Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method
Mo 8:00AM - 10:50AM	NSC Main Location	LAS 122	Staff	08/25/2014 - 12/13/2014	In Person
We 8:00AM - 10:50AM	NSC Main Location	LAS 221	Staff	08/25/2014 - 12/13/2014	In Person

Section	002-LLB(86537)	Status	<input type="button" value="select class"/>		
Session	Regular	<input type="radio"/>	<input type="button" value="select class"/>		
Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method
Mo 11:00AM - 1:50PM	NSC Main Location	LAS 122	Staff	08/25/2014 - 12/13/2014	In Person
We 11:00AM - 1:50PM	NSC Main Location	LAS 221	Staff	08/25/2014 - 12/13/2014	In Person

Section	004-LLB(86539)	Status	<input type="button" value="select class"/>
Session	Regular	<input type="radio"/>	<input type="button" value="select class"/>

3) Mark the box that says "Wait list if class is full" and then click Next.

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Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

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BIOL 189 - Fundamentals of Life Science

Class Preferences

BIOL 189-001	Lec/Lab	Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic		Grading	Letter Grade
Career	Undergraduate		Units	4.00

Enrollment Information

- Satisfies Natural Science Core Curriculum Requirement

CANCEL | NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lec/Lab	Mo 8:00AM - 10:50AM	LAS 122	Staff	08/25/2014 - 12/13/2014
		We 8:00AM - 10:50AM	LAS 221	Staff	08/25/2014 - 12/13/2014

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4) Review your selection and click "proceed to step 2 of 3".

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Search Plan Enroll My Academics

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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.

2014 Fall | Undergraduate | Nevada State College [change term](#)

Open Closed Wait List

Add to Cart: Enter Class Nbr [enter](#)

Find Classes Class Search My Requirements

[search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 189-001 (86536)	Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	LAS 122 LAS 221	Staff	4.00	

Status Acti Status

[PROCEED TO STEP 2 OF 3](#)

5) Complete the transaction by clicking on "Finish Enrolling".

Favorites Main Menu > Self Service > Student Center > Enrollment: Add Classes > Enrollment: Add Classes

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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.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 189-001 (86536)	Fundamentals of Life Science (Lec/Lab)	Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	LAS 122 LAS 221	Staff	4.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)



[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)
 go to ...

- 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.

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Search Plan Enroll My Academics

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Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled		✘ Error: unable to add class	
Class	Message	Status	
BIOL 189	Message: Class 86536 is full. You have been placed on the wait list in position number 1. ←	✔	

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS

- 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.

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Search	Plan	Enroll	My Academics
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			term information

My Class Schedule

Select Display Option List View Weekly Calendar View

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Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

BIOL 189 - Fundamentals of Life Science

Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Letter Grade			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
86536	001	Lec/Lab	Mo 8:00AM - 10:50AM	LAS 122	Staff	08/25/2014 - 12/13/2014
			We 8:00AM - 10:50AM	LAS 221	Staff	08/25/2014 - 12/13/2014

Message not found

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