

# Central Washington University

## WAITLIST

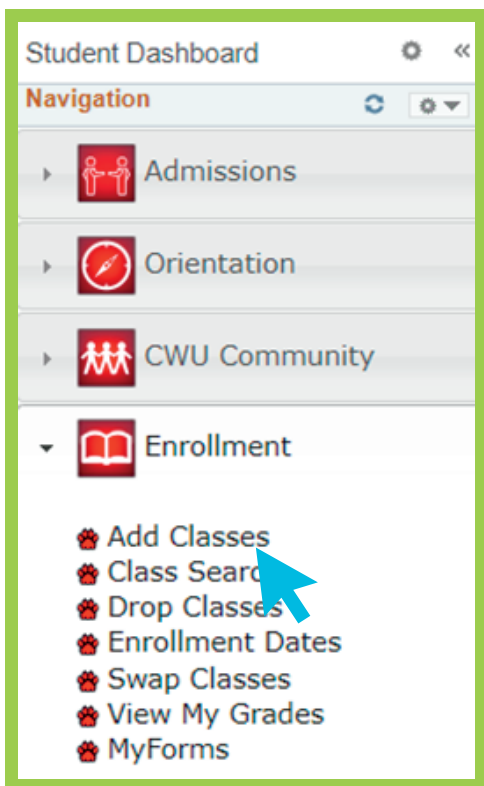
### WHAT IS THE WAITLIST FOR?

- The waitlist is a tool that allows you to "get in line" for a spot in classes that are listed as full during open registration.

### THINGS THE WAITLIST CAN'T DO:

- The waitlist will not allow you to hold a spot in a course you are already enrolled in. For example, if you're enrolled in English 101 with Professor Wildcat but you really want English 101 with Professor Wellington so you put yourself on the waitlist for Professor Wellington's class, the waitlist sees that you are already enrolled in a section of English 101, so it automatically bypasses you.
- The waitlist will not enroll you in classes that will put you over 18 total credits for the quarter (overload status). This requires prior authorization through your advisor.
- The waitlist will not enroll you in classes if you have holds, past-due balances, unmet advising requirements, or have not met the pre-requisites for the class.
- The waitlist only runs until the *third* day of classes each quarter. If you have not gotten into the class you were on the waitlist for by the morning of the third day, you'll want to look for an alternative option.

### HOW DO I ADD MY NAME TO THE WAITLIST?



1. Go to your Student Dashboard in MyCWU, click on the Enrollment drop-down menu, and select Add Classes

A screenshot of the 'Select Term' form. The form has a title 'Select Term' and a instruction 'Select a term then select Continue.' Below the instruction is a table with three columns: Term, Career, and Institution. The 'Term' column has two radio button options: 'Summer 2022' and 'Fall 2022'. A blue arrow points to the 'Summer 2022' radio button. The 'Career' column has 'Undergraduate' for both terms. The 'Institution' column has 'Central Washington University' for both terms. Below the table is a 'Continue' button.

Term	Career	Institution
<input checked="" type="radio"/> Summer 2022	Undergraduate	Central Washington University
<input type="radio"/> Fall 2022	Undergraduate	Central Washington University

Continue

2. Select the term you are enrolling for

# Central Washington University WAITLIST

3. Search for the class(es) you want to enroll in

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.

Fall 2022 | Undergraduate | Central Washington University Change Term

Pre-Requisites, Reserve or Consent Open Closed Wait List

Add to Cart Fall 2022 Shopping Cart  
Your enrollment shopping cart is empty.

Enter Class Nbr  Enter

Find Classes

Class Search

My Requirements

My Planner

Search

My Scheduler

4. Select the class; note the yellow triangle showing that the class is full and has a wait list

Add Classes 1 2 3

Search Results

Central Washington University | Fall 2022

My Class Schedule Show All Shopping Cart  
Your shopping cart is empty.

The following classes match your search criteria Course Subject: English, Course Career: Undergraduate, Show Open Classes Only: No, Campus: CWU-Elensburg

Pre-Requisites, Reserve or Consent Open Closed Wait List

Return to Add Classes New Search Modify Search

67 class section(s) found

ENG 101 - Composition I: Critical Reading and Responding

Campus	Units	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	
CWU-Elensburg	5.00	90338	001-LEC Regular	MoTuWeTh 10:00AM - 10:50AM	Language/Literature 422 Conf	Madison Flint	09/21/2022 - 12/02/2022	<span>Wait List</span>	Hybrid	<span>Select</span>

Campus CWU-Elensburg

5. Select the option "Waitlist if class is full," then click Next

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2022 | Undergraduate | Central Washington University  
ENG 101 - Comp I: Critical Read/Respond

Class Preferences

ENG 101-001 Lecture Wait List Wait List  Wait list if class is full

Session Regular Academic Session

Career Undergraduate

Grading Graded

Units 5.00

Requirement Designation Basic Skill Section B - English

Enrollment Information

- Prerequisite: students must have appropriate test scores
- Basic Skill Section B - English
- \*Academic Writing I: Critical Reading & Responding
- Basic Skill Section B - English

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001 Lecture		MoTuWeTh 10:00AM - 10:50AM	Language/Literature 422 Conf	Madison Flint	09/21/2022 - 12/02/2022

6. The class should now show up in your shopping cart; click Proceed to Step 2 of 3

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.

✓ ENG 101 has been added to your Shopping Cart.

Fall 2022 | Undergraduate | Central Washington University Change Term

Pre-Requisites, Reserve or Consent Open Closed Wait List

Add to Cart Fall 2022 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Instruction Mode	Units	Status
<span>✕</span>	ENG 101-001 (90338)	MoTuWeTh 10:00AM - 10:50AM	Language/Literature 422 Conf	M. Flint	Hybrid	5.00	<span>Wait List</span>

Find Classes

Class Search

My Requirements

My Planner

Search

My Scheduler

Proceed to Step 2 of 3

7. You will see a summary of your class shopping cart; click Finish Enrollment

Add Classes 1 2 3

Confirm classes

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

Fall 2022 | Undergraduate | Central Washington University

Pre-Requisites, Reserve or Consent Open Closed Wait List

Class	Click on ICON to find more	Days/Times	Room	Instructor	Instruction Mode	Units	Status
ENG 101-001 (90338)	Comp I: Critical Read/Respond (Lecture)	MoTuWeTh 10:00AM - 10:50AM	Language/Literature 422 Conf	M. Flint	Hybrid	5.00	<span>Wait List</span>

Cancel Previous FINISH ENROLLING

8. You'll receive a confirmation message along with your position on the waitlist

3. View results

View the following status report for enrollment confirmations and errors

Fall 2022 | Undergraduate | Central Washington University

Reserve Info

Class	Message	Status
ENG 101	<span>✓</span> Success: enrolled	<span>✓</span>
	<span>✗</span> Error: unable to add class	
ENG 101	Message: This class may fulfill a Basic Skills or General Education requirement. Or it may be that this class is a Developmental course. Please refer to the CWU Course Catalog for more information.	<span>✓</span>
	Message: Class 90338 is full. You have been placed on the wait list in position number 1.	<span>✓</span>

My Class Schedule Add Another Class