

Instructions for How to Wait List a Class

1. Log on to your MyCSN account and click on the **Enroll** link.

The screenshot shows the 'Academics' navigation bar at the top. Below it, there are links for 'Search', 'Plan', and 'Enroll'. The 'Enroll' link is highlighted with a red box. To the right, a message box states 'You are not enrolled in classes.' Below the navigation bar, there is a search bar with the text 'other academic...' and a 'shopping cart' icon.

2. If applicable, choose your term and click on the **Continue** button.

The screenshot shows the 'Add Classes' page with a progress indicator showing step 1 of 3. The 'Select Term' section contains a table with the following data:

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	2015 Fall	Undergraduate	College of Southern Nevada
<input checked="" type="radio"/>	2016 Spring	Undergraduate	College of Southern Nevada

Below the table is a green 'CONTINUE' button highlighted with a red box.

3. Enter the Class Number for the course in which you want to enroll and click the **Enter** button.

The screenshot shows the 'Add Classes' page with a progress indicator showing step 1 of 3. The section is titled '1. Select classes to add'. Below the title, there is a message: '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.' Below this, there is a summary for '2016 Spring | Undergraduate | College of Southern Nevada' and a 'change term' button. A legend shows 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below the legend, there is a search bar with the text 'Enter Class Nbr' and a text input field containing '34404'. A green 'enter' button is highlighted with a red box. Below the search bar, there are radio buttons for 'Class Search', 'My Requirements', and 'My Planner', and a 'search' button.

- If the status of the class is **Wait List** (yellow triangle), click the **Wait List if class is full** box, then click on the **Next** button.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2016 Spring | Undergraduate | College of Southern Nevada

PHO 101B - Beginning Photography

Class Preferences

PHO 101B-2003 Lecture ▲ Wait List Wait List Wait list if class is full

Session Regular Academic Grading Letter Grades

Career Undergraduate Units 3.00

Enrollment Information

- Non-transferable for a NSHE baccalaureate degree

Requirement Designation

B Course

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
2003	Lecture	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	01/19/2016 - 05/15/2016

- Click on the **Proceed to Step 2 of 3** 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.

✔ PHO 101B has been added to your Shopping Cart.

2016 Spring | Undergraduate | College of Southern Nevada change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr enter

Find Classes

Class Search

My Requirements

My Planner

search

2016 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	PHO 101B-2003 (34404)	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	3.00	▲

Status | Act | Status

PROCEED TO STEP 2 OF 3

6. Click on the **Finish Enrolling** button.

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.

2016 Spring | Undergraduate | College of Southern Nevada

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PHO 101B-2003 (34404)	Beginning Photography (Lecture)	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	3.00	▲

7. The message confirms placement on wait list and position number.

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2016 Spring | Undergraduate | College of Southern Nevada

Success: enrolled
 Error: unable to add class

Class	Message	Status
PHO 101B	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
	Message: Class 34404 is full. You have been placed on the wait list in position number 1.	✓

8. Wait list classes appear on the student class schedule denoted by the Wait Listed yellow triangle.

My 2016 Spring Class Schedule

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
COM 101-2001 (32179)	Oral Communication (Lecture)	TuTh 8:00AM - 9:20AM	Cheyenne Bldg H 144	A. Bell	3.00	▲
ENG 102-1001 (33513)	Composition II (Lecture)		Web-Online Course	R. Adams	3.00	✓
PHO 101B-1001 (30490)	Beginning Photography (Lecture)		Web-Online Course	E. Chiarappa	3.00	▲