



How Students Can Add to a Wait List

1. Log into eCampus Student Center and click on Enroll

The screenshot shows the 'Student Center' interface. The 'Academics' section is expanded, showing 'This Week's Schedule' with the following table:

| Class | Schedule |
|-------------------------|-----------------------------------------|
| AMTH 313-01 LEC (47884) | M 7:10AM - 9:00AM Kenna Hall 310 |
| ELEN 253-01 LEC (47839) | W 7:10AM - 9:00AM Guadalupe Hall 149 |
| ELEN 603-01 LEC (47859) | W 5:10PM - 7:00PM O'Connor Hall 206 |

Other sections visible include 'Finances' (My Account, Financial Aid), 'Personal Information' (Demographic Data, Contact Information), 'Search for Classes', 'Holds', 'Enrollment Dates', 'Advisor', 'SCU Resources', 'Academic Resources', and 'Financial Resources'.

2. Click on Correct Term

The screenshot shows the 'Add Classes' interface. The 'Select Term' section contains the following table:

| Term | Career | Institution |
|----------------------------------------------|----------------------|------------------------|
| <input type="radio"/> Spring 2016 | Graduate Engineering | Santa Clara University |
| <input type="radio"/> Summer 2016 | Graduate Engineering | Santa Clara University |
| <input type="radio"/> Fall 2016 | Graduate Engineering | Santa Clara University |
| <input type="radio"/> Winter 2017 | Graduate Engineering | Santa Clara University |
| <input checked="" type="radio"/> Spring 2017 | Graduate Engineering | Santa Clara University |

3. Type in the 5-digit class number and click Enter, or find the class by conducting a Class Search.

- TIP: When using Class Search, uncheck “Show Open Classes Only” to select ALL Classes. To Add yourself to a wait list, the class must be full.



4. Select a section. (Note: If Status is showing a yellow rectangle, the class is closed but is accepting a wait list.)

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Search Results

Santa Clara University | Spring 2017

REGISTRAR'S HOME PAGE

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Computer Engineering**, Course Number is exactly '285', Course Career: **Graduate Engineering**, Show Open Classes Only: **No**

Open Closed Wait List

[Return to Add Classes](#) [NEW SEARCH](#) [MODIFY SEARCH](#)

1 class section(s) found

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|-----------------------|--------------------------------|----------------------|----------------|---------------|-------------------------|-----------|------------------------|
| 52001 | 01-LEC Regular | TuTh 7:10PM - 9:00PM | Kenna Hall 218 | Leyna Zimdars | 04/03/2017 - 06/09/2017 | Wait List | select |

[Return to Add Classes](#) [NEW SEARCH](#) [MODIFY SEARCH](#)

5. Click on the “Wait list if class is full” box and then “Next”.

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Select classes to add - Enrollment Preferences

Spring 2017 | Graduate Engineering | Santa Clara University

COEN 285 - Software Engineering

Class Preferences

COEN 285-01 Lecture Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Graduate Engineering

Grading Standard Letter Grades

Units 4.00

[CANCEL](#) [NEXT](#)

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|---------------------|----------------|---------------|-------------------------|
| 01 | Lecture | TTh 7:10PM - 9:00PM | Kenna Hall 218 | Leyna Zimdars | 04/03/2017 - 06/09/2017 |

6. With the wait list class in the Shopping Cart, click **Proceed to Step 2 of 3**.

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a step indicator showing '1' selected. Below this is the instruction: '1. Select classes to add'. A green message box states: 'COEN 285 has been added to your Shopping Cart.' Below this, the user is identified as 'Spring 2017 | Graduate Engineering | Santa Clara University' with a 'change term' button. A status bar shows 'Open', 'Closed', and 'Wait List' options. The 'Spring 2017 Shopping Cart' table is visible, containing one row for 'COEN 285-01 (52001)' with a yellow triangle status icon. To the left of the table is an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'enter' button. Below that are radio buttons for 'Class Search', 'My Requirements', and 'My Planner', along with a 'search' button. At the bottom right, a green button reads 'PROCEED TO STEP 2 OF 3'. A blue arrow points from the right side of the screenshot towards the right edge of the page.

7. After confirming the selection, click **Finish Enrolling**

The screenshot shows the 'Add Classes' interface at the '2. Confirm classes' step. The navigation tabs and buttons are the same as in the previous screenshot. The instruction reads: '2. Confirm classes. Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.' The user information and status bar are also present. The 'Spring 2017 Shopping Cart' table is expanded to show details for the class 'COEN 285-01 (52001)'. The table has columns for Class, Description, Days/Times, Room, Instructor, Units, and Status. The status column shows a yellow triangle icon. Below the table are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. A blue arrow points from the right side of the screenshot towards the right edge of the page.

8. Review the enrollment messages.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2017 | Graduate Engineering | Santa Clara University

✔ Success: enrolled
 ✘ Error: unable to add class

| Class | Message | Status |
|----------|-----------------------------------------------------------------------------|--------|
| COEN 285 | Message: Class 52001 is full. You have been placed on the wait list. | ✔ |

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

9. Check **My Class Schedule**. Be sure the class is in a “waiting” status.

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

My Class Schedule

Select Display Option List View Weekly Calendar View [ORDER BOOKS](#)

Spring 2017 | Graduate Engineering | Santa Clara University [change term](#)

Class Schedule Filter Options

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

COEN 285 - Software Engineering

| Status | Units | Grading | Grade | Deadlines |
|---------|-------|------------------------|-------|-----------|
| Waiting | 4.00 | Standard Letter Grades | | |

| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date |
|-----------|--------------------|-----------|---------------------|----------------|---------------|-------------------------|
| 52001 | 01 | Lecture | TTh 7:10PM - 9:00PM | Kenna Hall 218 | Leyna Zimdars | 04/03/2017 - 06/09/2017 |

- Student Weekly Calendar View of Wait List class.

The screenshot shows a web interface for a student's class schedule. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'My Class Schedule'. Underneath, there are radio buttons for 'List View' and 'Weekly Calendar View', with 'Weekly Calendar View' selected. A navigation bar shows '<< previous week', 'Week of 4/3/2017 - 4/9/2017', and 'next week >>'. Below this is a 'Show Week of' field with a date selector (04/03/2017), 'Start Time' (7:00AM), 'End Time' (9:00PM), and a 'refresh calendar' button. The main content is a calendar grid with columns for days of the week (Monday Apr 3 to Sunday Apr 9) and rows for times from 7:00AM to 9:00PM. Two wait list entries are visible: one on Tuesday, April 4, and one on Thursday, April 6, both for 'Waiting: COEN 285 - 01 Lecture' from 7:10PM to 9:00PM in Kenma Hall 218.

| Time | Monday Apr 3 | Tuesday Apr 4 | Wednesday Apr 5 | Thursday Apr 6 | Friday Apr 7 | Saturday Apr 8 | Sunday Apr 9 |
|---------|-----------------|--------------------------------------|--------------------|--------------------------------------|-----------------|-------------------|-----------------|
| 7:00AM | | | | | | | |
| 8:00AM | | | | | | | |
| 9:00AM | | | | | | | |
| 10:00AM | | | | | | | |
| 11:00AM | | | | | | | |
| 12:00PM | | | | | | | |
| 1:00PM | | | | | | | |
| 2:00PM | | | | | | | |
| 3:00PM | | | | | | | |
| 4:00PM | | | | | | | |
| 5:00PM | | | | | | | |
| 6:00PM | | | | | | | |
| 7:00PM | | Waiting: COEN 285 - 01 Lecture | | Waiting: COEN 285 - 01 Lecture | | | |
| 8:00PM | | 7:10PM - 9:00PM Kenma Hall 218 | | 7:10PM - 9:00PM Kenma Hall 218 | | | |
| 9:00PM | | | | | | | |

- Wait list may not be the order in which students are eligible to enroll. Priority to enroll may be determined by the department or faculty.
- Students can remove themselves from the wait list by following the same process as for a standard drop.