CUNYfirst Student Self Service: Wait List Guide

Wait List:
Students may use the self-service wait list feature when a class is full and a wait list option is available. Note not all classes offer wait lists options.

**How to enroll in Waitlist for a Full (Closed) Class**

1. **Login to CUNYfirst at** [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)
2. **Select** HR/Campus Solutions, then Self Service followed by Student Center
3. In the Academics section, click the Enroll link

4. **On the Add Classes page**, select class by entering the **Class Nbr → Press Enter** option or **Find Classes → Class Search → Press Search** option. Remember to uncheck the “Show Open Classes Only” box when using the Class Search option. *Please note: Not all classes offer wait list.*
If the class is offering a waitlist option, you will see the following Wait list icon.

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMWA</td>
<td>Lecture</td>
<td>MoWe 2:30PM - 3:45PM</td>
<td>B - Vert 4-175</td>
<td>Giselle Goldschmidt</td>
<td>01/29/2016 - 05/28/2016</td>
</tr>
</tbody>
</table>

- Click on the Wait List check box and click “Next”.

5. Verify information and click Proceed to Step 2 of 3 and then click on Finish Enrolling.
6. You will receive a message that the class is closed & have been placed on the waitlist with assigned number.