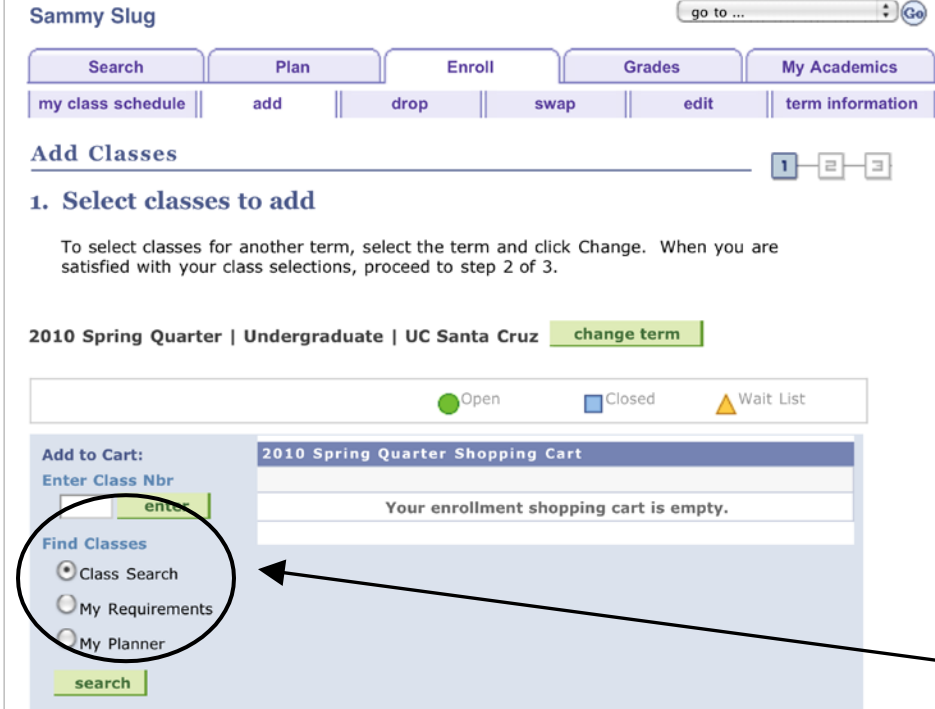


How to Add to a Waitlist

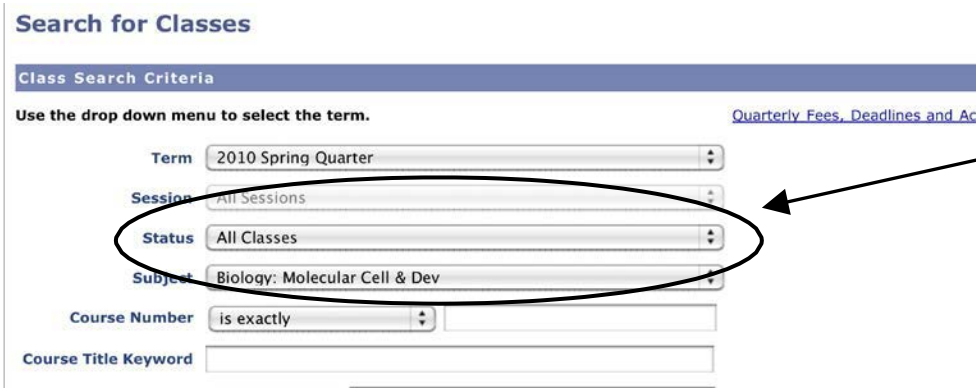


1) Navigate to Add Classes.

- Sign into MyUCSC.
- Click **My Student Center**..
- Click **Enroll**.
- Click **Add**.

If more than one quarter is available, select the quarter in which you are enrolling and click **Continue**.

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



TIP: When using Class Search, select All Classes. To add yourself to a wait list, the class must be full.

Sammy Slug go to ... : Go

Search Plan Enroll Grades My Academics
my class schedule add drop swap edit term information

Add Classes

1. Select classes to add - Secondary Section(s)

2010 Spring Quarter | Undergraduate | UC Santa Cruz

BIOL 80A - Female Physiology

Lecture selected: Section 01
TuTh 4:00PM - 5:45PM ClassroomUnit 002

Open Closed Wait List

Select Discussion section (Optional):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	Section	TBA	TBA	Staff	
<input type="radio"/>	No Selection				

View All Sections First 1-2 of 2 Last

CANCEL NEXT

3) Select a section and click **Next**. You may not use wait list if all sections are full.

Sammy Slug go to ... : Go

Search Plan Enroll Grades My Academics
my class schedule add drop swap edit term information

Add Classes

1. Select classes to add - Enrollment Preferences

2010 Spring Quarter | Undergraduate | UC Santa Cruz

BIOL 80A - Female Physiology

Class Preferences

BIOL 80A-01 Lecture Wait List Wait List

Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- T2-Natural Sciences

Grading Graded

Units 5.00

General Education T2-Natural Sciences

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	Mary Zavanelli	03/29/2010 - 06/04/2010

4) If the course is full and wait-list eligible, check the **Waitlist if class is full** checkbox. Click **Next**.

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 80A has been added to your Shopping Cart.

2010 Spring Quarter | Undergraduate | UC Santa Cruz [change term](#)

Open | Closed | Wait List

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

Find Classes: Class Search | My Requirements | My Planner [search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 80A-01 (51569)	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	M. Zavanelli	5.00	

[PROCEED TO STEP 2 OF 3](#)

5) With the waitlist class in your Shopping Cart, click **Proceed to Step 2 of 3.**

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2010 Spring Quarter | Undergraduate | UC Santa Cruz

Open | Closed | Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 80A-01 (51569)	Female Physiology (Lecture)	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	M. Zavanelli	5.00	

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

6) After you confirm your selection, click **Finish Enrolling.**

Sammy Slug go to ...

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2010 Spring Quarter | Undergraduate | UC Santa Cruz

Success: enrolled
 Error: unable to add class

Class	Message	Status
BIOL 80A	Message: This course fulfills a General Education requirement.	✓
	Message: Class 51569 is full. You have been placed on the wait list in position number 1.	✓

7) Review the enrollment messages.

Sammy Slug go to ...

My Class Schedule

Select Display Option List View Weekly Calendar View

2010 Spring Quarter | Undergraduate | UC Santa Cruz

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes

BIOL 80A - Female Physiology

Status	Waitlist Position	Units	Grading	Grade	General Education	Deadlines
Waiting	1	5.00	Graded		T2-Natural Sciences	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
51569	01	Lecture	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	Mary Zavanelli	03/29/2010 - 06/04/2010

BME 80H - The Human Genome

Status	Units	Grading	Grade	General Education	Deadlines
Enrolled	5.00	Graded		T2-Natural Sciences	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
75665	01	Lecture	MoWeFr 2:00PM - 3:10PM	Humn Lecture 206	Wendy Rothwell	03/29/2010 - 06/04/2010

EART 80D - Earth Sci & Cinema

Status	Units	Grading	Grade	General Education	Deadlines
Enrolled	5.00	Graded		T2-Natural Sciences	

8) Check your schedule.

Be sure your class is in a "Waiting" status and there are not any time conflicts with other enrollments.

Waitlist position number may not be the order in which students are eligible to enroll. Priority to enroll may be determined by the department or faculty.

For more information on wait lists, please visit [FAQs for Students: Waitlists](#)