

How to Add to a Wait List

1) Navigate to Add Classes.

- Sign into MyUCSC.
- ####▶ Click **Main Menu**.
- ####▶ Click the **My Student Center** folder.
- ####▶ Click the **My Student Center** page.
- ####▶ 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.

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Add Classes

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

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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

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

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Add Classes

1. Select classes to add - Enrollment Preferences

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BIOL 80A - Female Physiology

Class Preferences

BIOL 80A-01 Lecture Wait List Wait list if class is full

Session Regular Academic Session
 Career Undergraduate
 Enrollment Information
 • T2-Natural Sciences

Permission Nbr
 Grading
 Units 5.00
 General Education
 T2-Natural Sciences

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 **Wait list 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 wait-list 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.

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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.**

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Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✔ 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.

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My Class Schedule

Select Display Option List View Weekly Calendar View

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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.

Wait-list 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: Wait Lists](#)