

Request to be Added to a Waitlist

1. To waitlist a class sign into your Student Center and select the Enroll link.

The screenshot shows a student center dashboard with several sections:

- Academics:** Includes links for Search, Plan, Enroll (highlighted with a blue arrow), and My Academics. Below these are search filters and a 'SEARCH FOR CLASSES' button.
- Deadlines:** A section with a 'Deadlines' icon.
- This Week's Schedule:** A table showing class details:

Class	Schedule
ART 109-003 LAB (75609)	TuTh 9:15AM - 12:05PM Pub Affairs/Art West Rm 108
- Finances:** Includes 'My Account' with links for Account Inquiry, Student Financials Home, and Health Waiver App. It also shows an 'Account Summary' with a balance of 2,841.00 and a 'Financial Aid' section with links for View Financial Aid, Accept/Decline Awards, and Scholarships.
- Right Sidebar:** Contains sections for Holds (No Holds), To Do List (No To Do's), Enrollment Dates (Open Enrollment Dates), Advisor (Program Advisor), and Need Help? (Help Documents).

2. Choose the appropriate term and click continue.

The screenshot shows the 'Add Classes' and 'Select Term' interface:

- Navigation:** Tabs for Search, Plan, Enroll, and My Academics. Below them are buttons for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'.
- Add Classes:** A section with a search bar and a page indicator showing '1' of 3 items.
- Select Term:** A section with a table for selecting a term:

Term	Career	Institution
<input checked="" type="radio"/> Fall 2009	Undergraduate	Boise State University
<input type="radio"/> Spring 2010	Undergraduate	Boise State University
- Continue:** A large blue arrow points to a green 'CONTINUE' button.

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3. Search for the class you want to waitlist.

The screenshot shows a web interface for class management. At the top, there are four tabs: Search, Plan, Enroll, and My Academics. Below these are four buttons: my class schedule, add, drop, and update/validate, followed by term information. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. Below this is a paragraph: '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.' The current term is 'Fall 2009 | Undergraduate | Boise State University' with a 'change term' button. There are three radio buttons: 'Open' (selected), 'Closed', and 'Wait List' (highlighted with a blue box). Below this is a 'Fall 2009 Shopping Cart' window that says 'Your enrollment shopping cart is empty.' On the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' input field and an 'enter' button. Below that is a 'Find Classes' section with three radio buttons: 'Class Search' (selected), 'My Requirements', and 'My Planner'. At the bottom of this section is a 'search' button with a blue arrow pointing to it.

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4. Make sure that the Show Open Classes Only box is not selected. Enter your search criteria and click search.

Add Classes

1 2 3

Enter Search Criteria

[View Full Course Listing](#)
[View Course Listing by Subject](#)

Boise State University | Fall 2009

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time (example: 1:00PM)

Meeting End Time

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Minimum Units

Maximum Units

Course Component

Session

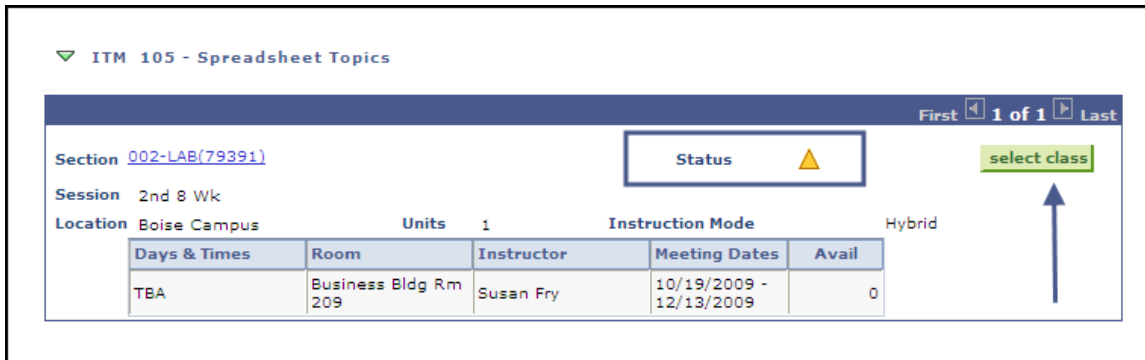
Mode of Instruction

Location

[Return to Add Classes](#)


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- Note that the status displays the waitlist icon, a yellow triangle. Select the class.



ITM 105 - Spreadsheet Topics

First 1 of 1 Last

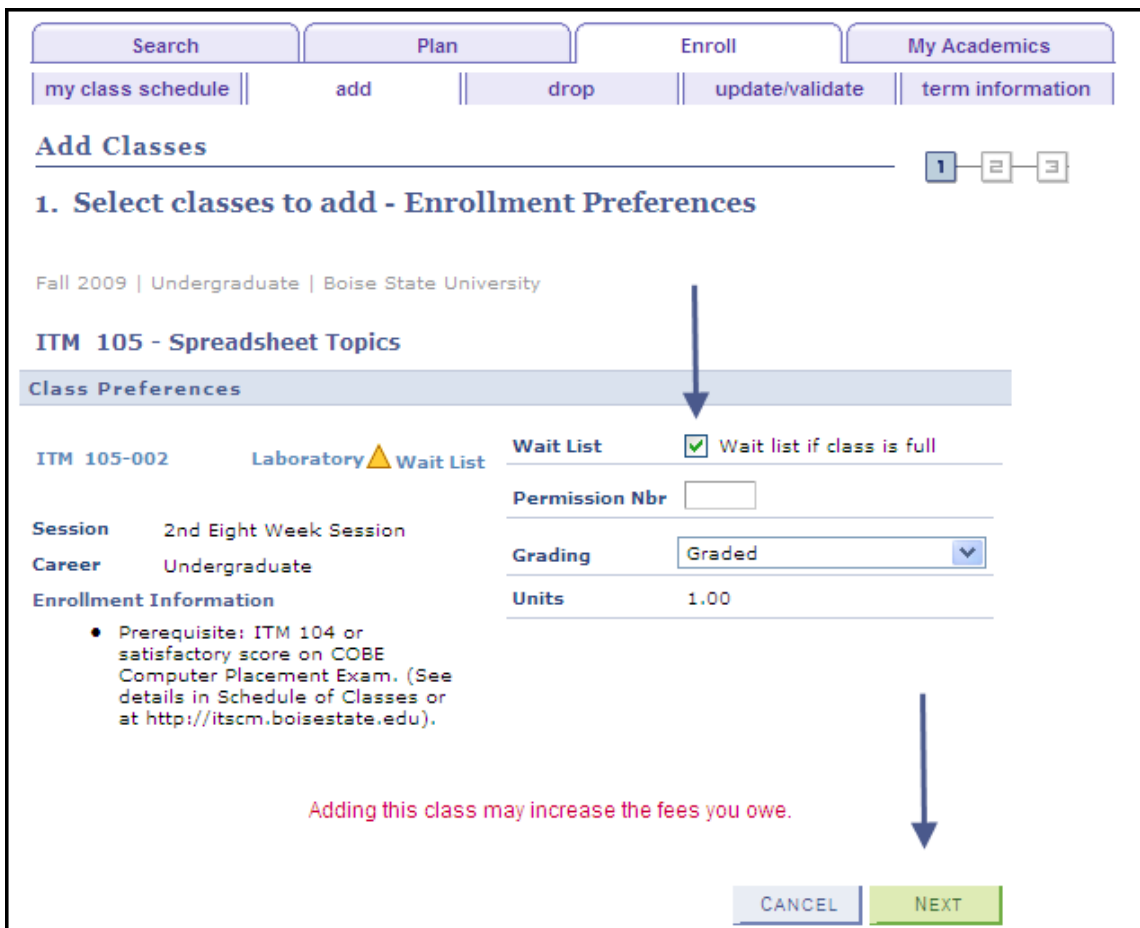
Section [002-LAB\(79391\)](#) Status  [select class](#)

Session 2nd 8 Wk

Location Boise Campus Units 1 Instruction Mode Hybrid

Days & Times	Room	Instructor	Meeting Dates	Avail
TBA	Business Bldg Rm 209	Susan Fry	10/19/2009 - 12/13/2009	0

- Check the box to Waitlist if class is full then click next.



Search Plan Enroll My Academics

my class schedule || add || drop || update/validate || term information

Add Classes


1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2009 | Undergraduate | Boise State University

ITM 105 - Spreadsheet Topics

Class Preferences

ITM 105-002 Laboratory  Wait List

Wait List Wait list if class is full

Permission Nbr

Session 2nd Eight Week Session

Career Undergraduate

Grading Graded

Units 1.00

Enrollment Information

- Prerequisite: ITM 104 or satisfactory score on COBE Computer Placement Exam. (See details in Schedule of Classes or at <http://itscm.boisestate.edu>).

Adding this class may increase the fees you owe.

CANCEL NEXT

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7. The class is added to your shopping cart, click proceed to step 2 of 3.

Search Plan Enroll My Academics

my class schedule || add || drop || update/validate || term information

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.

✔ ITM 105 has been added to your Shopping Cart.

Fall 2009 | Undergraduate | Boise State University [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Requirements
 My Planner

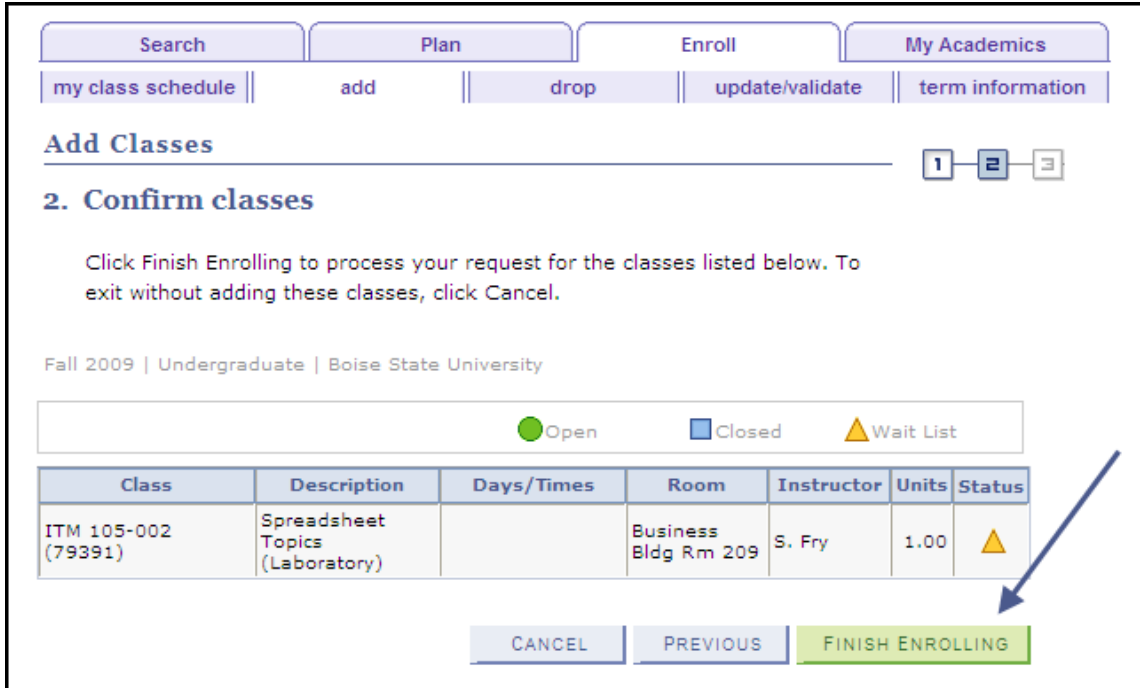
[search](#)

Fall 2009 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ITM 105-002 (79391)		Business Bldg Rm 209	S. Fry	1.00	▲

→ [PROCEED TO STEP 2 OF 3](#)

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8. Confirm the class and click finish enrolling.



The screenshot shows the 'Add Classes' page with the following elements:

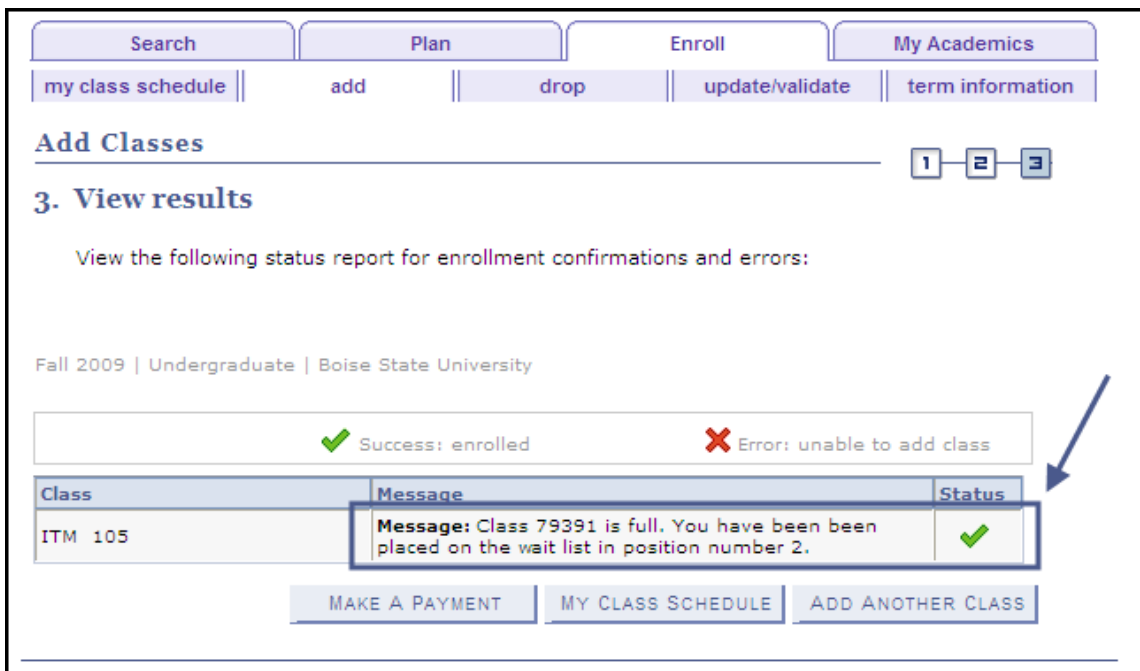
- Navigation tabs: Search, Plan, Enroll, My Academics.
- Sub-navigation: my class schedule, add, drop, update/validate, term information.
- Section: **2. Confirm classes**
- Text: Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
- Context: Fall 2009 | Undergraduate | Boise State University
- Legend: Open (green circle), Closed (blue square), Wait List (yellow triangle).
- Table:

Class	Description	Days/Times	Room	Instructor	Units	Status
ITM 105-002 (79391)	Spreadsheet Topics (Laboratory)		Business Bldg Rm 209	S. Fry	1.00	▲

Buttons: CANCEL, PREVIOUS, FINISH ENROLLING

An arrow points to the 'FINISH ENROLLING' button.

9. If you are successfully added to a waitlist you will receive the following confirmation.



The screenshot shows the 'View results' page with the following elements:

- Navigation tabs: Search, Plan, Enroll, My Academics.
- Sub-navigation: my class schedule, add, drop, update/validate, term information.
- Section: **3. View results**
- Text: View the following status report for enrollment confirmations and errors:
- Context: Fall 2009 | Undergraduate | Boise State University
- Legend: Success: enrolled (green checkmark), Error: unable to add class (red X).
- Table:

Class	Message	Status
ITM 105	Message: Class 79391 is full. You have been placed on the wait list in position number 2.	✓

Buttons: MAKE A PAYMENT, MY CLASS SCHEDULE, ADD ANOTHER CLASS

An arrow points to the 'Status' column of the table.

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10. In the example below: the class is added to the student schedule with a status of Waiting and the student's waitlist position in the class is two. If two seats open the student will be added to the class from the waitlist (assuming there is no time conflict and that he/she is not currently registered in another section of the same course) and will receive an email confirmation of the change to his/her enrollment status.

ITM 105 - Spreadsheet Topics							
Status	Waitlist Position	Units	Grading	Grade	Deadlines		
Waiting	2	1.00	Graded				
Class Nbr	Course ID	Section	Component	Days & Times	Room	Instructor	Start/End Date
79391	100807	002	Laboratory		Business Bldg Rm 209	Susan Fry	10/19/2009 - 12/13/2009
Location Description		Instruction Mode					
Boise Campus		Hybrid					
Class Notes		NOTE: MANDATORY ATTENDANCE THE FIRST WEEK IN ONE OF THE FOLLOWING SESSIONS: Tuesday, October 20, 2009-12:40pm-1:30pm-B209 Tuesday, October 20, 2009-1:40pm-2:30pm-B209 Wednesday, October 21, 2009, 5:40pm-6:30pm-					▲ ☰ ▼