Wait List Process in CUNYfirst

The wait list feature allows students to place themselves on a wait list when a course is closed and the wait list option is available.
Adding a Class to the Waitlist

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.

2014 Spring Term | Law | CUNY School of Law change term

Add to Cart:
Enter Class Nbr

OR

Find Classes
○ Class Search
○ My Planner

Your enrollment shopping cart is empty.
Click on the Wait list check box and then click the Next button.
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.

LAW 787 has been added to your Shopping Cart.

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Add to Cart:
Enter Class Nbr

Find Classes
○ Class Search
○ My Planner

Proceed To Step 2 Or 3
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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<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 787-1</td>
<td>INTELLECTUAL PROPERT (Lecture)</td>
<td>Th 2:30PM - 4:30PM</td>
<td>TBA</td>
<td>P. Edwards</td>
<td>2.00</td>
</tr>
</tbody>
</table>

CANCEL  PREVIOUS  FINISH ENROLLING

3. View results

View the following status report for enrollment confirmations and errors:

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 787</td>
<td>Message: Class 20015 is full. You have been placed on the waitlist in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

MAKE A PAYMENT  MY CLASS SCHEDULE  ADD ANOTHER CLASS
Dropping a Class from the Waitlist

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.
Drop Classes

2. Confirm your selection

Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY’s Tuition Schedule.

Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

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3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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Success: dropped

Success: This class has been removed from your schedule.
Swapping an Enrolled Class for a Waitlisted Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.
Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule: LAW 7531: NEW YORK PRACTICE

With This Class

Search for Class: Class Search

Enter Class Nbr: 45015

My 2014 Spring Term Class Schedule
Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 7321-A</td>
<td>NEW YORK PRACTICE (Lecture)</td>
<td>MoWe 4:30PM - 6:30PM</td>
<td>TBA</td>
<td>S. Valentine</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>LAW 787-1</td>
<td>INTELLECTUAL PROPER (Lecture)</td>
<td>Th 2:30PM - 4:30PM</td>
<td>TBA</td>
<td>P. Edwards</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

You are replacing this class

- Enrolled
- Dropped
- Wait Listed

With this class

- Open
- Closed
- Wait List

Finish Swapping
### Swap a Class

**3. View results**

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap LAW 7531 with LAW 787</td>
<td>Message: Class 7531 is full. You have been placed on the wait list in position number 3</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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