

How Students Can Add to a Wait List

1. Log into eCampus Student Center and click on Enroll

A screenshot of the eCampus Student Center dashboard. The main menu on the left includes "Academics", "Finances", "Personal Information", and "My Academics". The "Academics" section is expanded, showing "This Week's Schedule" with three classes listed: AMTH 313-01, ELEN 253-01, and ELEN 603-01. The "Enroll" link under "Academics" is highlighted. Other sections visible include "Holds", "Enrollment Dates", "Advisor", "SCU Resources", "Academic Resources", and "Financial Resources".

2. Click on Correct Term

A screenshot of the "Enroll" tab in the eCampus Student Center. The top navigation bar has tabs for "Search", "Plan", "Enroll", and "My Academics", with "Enroll" being the active tab. Below the tabs is a "Add Classes" button and a "Select Term" section. The "Select a term then select Continue." table lists five terms: Spring 2016, Summer 2016, Fall 2016, Winter 2017, and Spring 2017. The "Spring 2017" term is selected, indicated by a checked radio button.

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



Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2017 | Graduate Engineering | Santa Clara University [change term](#)

Open Closed Wait List

Add to Cart: [enter](#)

Find Classes

[Class Search](#)

[My Requirements](#)

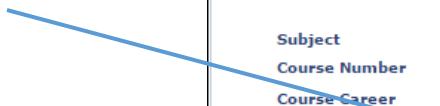
[My Planner](#)

[search](#)

Spring 2017 Shopping Cart

Your enrollment shopping cart is empty.

- TIP: When using Class Search, uncheck “Show Open Classes Only” to select ALL Classes. To Add yourself to a wait list, the class must be full.



Search for Classes

Santa Clara University | Spring 2017

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

Class Search

Subject: Civil Engineering

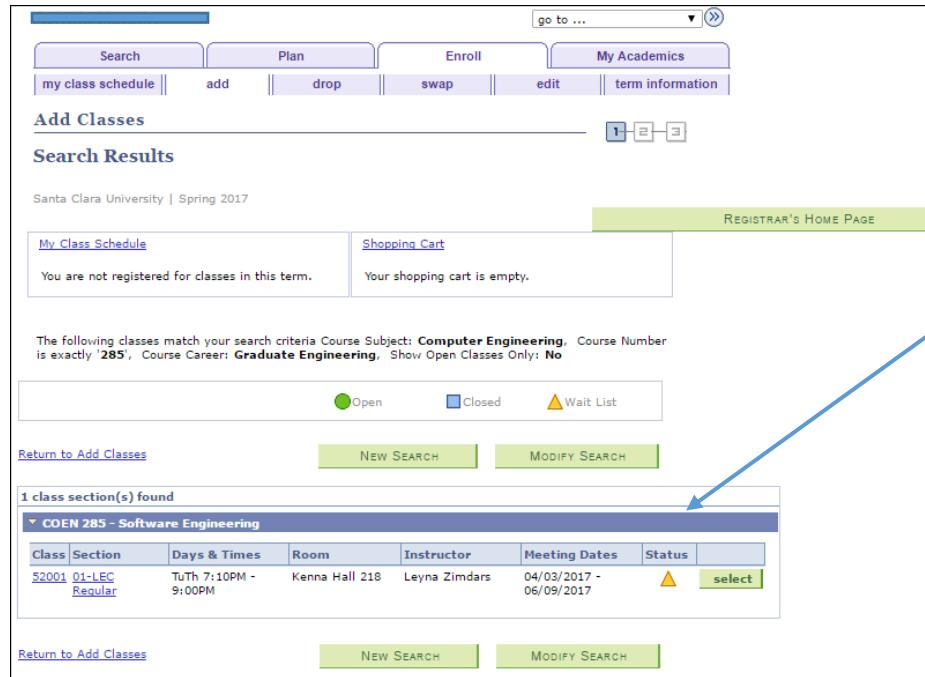
Course Number: is exactly

Course Career:

Show Open Classes Only

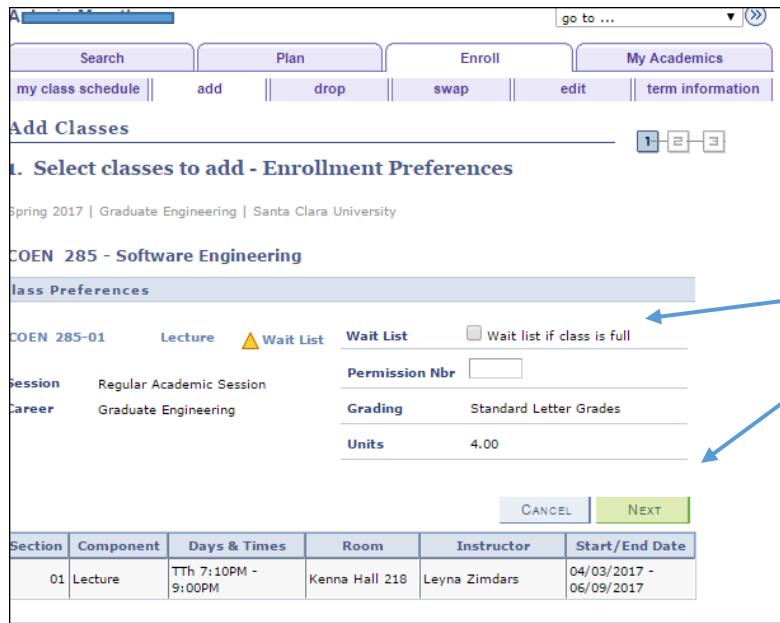
Open Entry/Exit Classes Only

4. Select a section. (Note: If Status is showing a yellow rectangle, the class is closed but is accepting a wait list.)



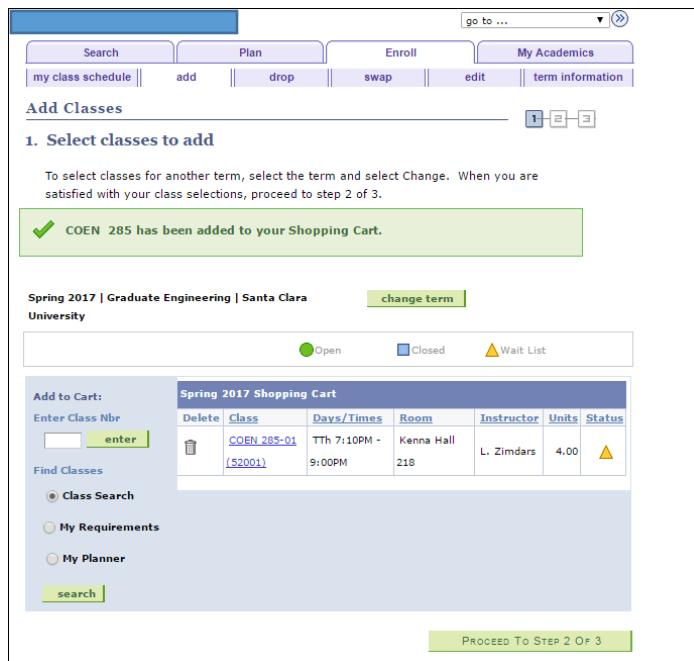
The screenshot shows the 'Add Classes' search results for Spring 2017. The search criteria are: Course Subject: Computer Engineering, Course Number is exactly '285', Course Career: Graduate Engineering, and Show Open Classes Only: No. The results table has columns for Class, Section, Days & Times, Room, Instructor, Meeting Dates, and Status. One section is highlighted: COEN 285 - Software Engineering, Section 01-LEC, Regular, TuTh 7:10PM - 9:00PM, Kenna Hall 218, Leyna Zimdars, 04/03/2017 - 06/09/2017. The 'Status' column for this section shows a yellow triangle, indicating it is on a wait list. A 'select' button is also visible in the status column.

5. Click on the “Wait list if class is full” box and then “Next”.



The screenshot shows the 'Select classes to add - Enrollment Preferences' page. It displays enrollment preferences for COEN 285 - Software Engineering. The 'Wait List' checkbox is checked. The 'NEXT' button is visible at the bottom right of the form.

6. With the wait list class in the Shopping Cart, click **Proceed to Step 2 of 3**.



Spring 2017 | Graduate Engineering | Santa Clara University

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ COEN 285 has been added to your Shopping Cart.

Spring 2017 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	COEN 285-01 (52001)	TTh 7:10PM - 9:00PM	Kenna Hall 218	L. Zimdars	4.00	

Add to Cart:
Enter Class Nbr **enter**

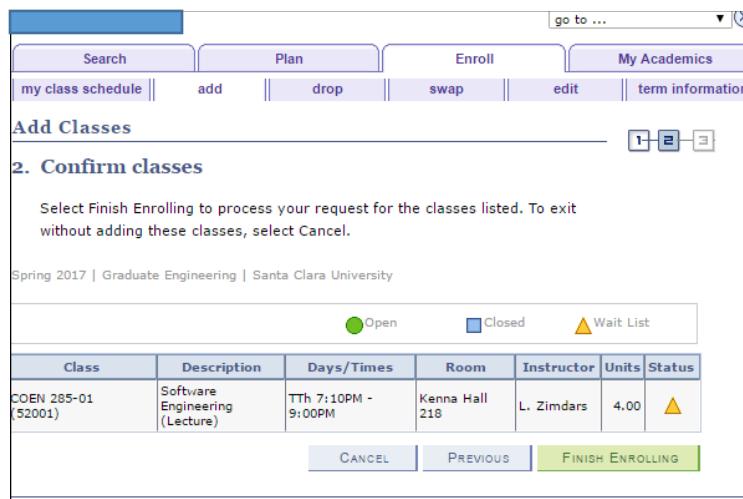
Find Classes

Class Search
 My Requirements
 My Planner

search

PROCEED TO STEP 2 OF 3

7. After confirming the selection, click **Finish Enrolling**



Spring 2017 | Graduate Engineering | Santa Clara University

2. Confirm classes

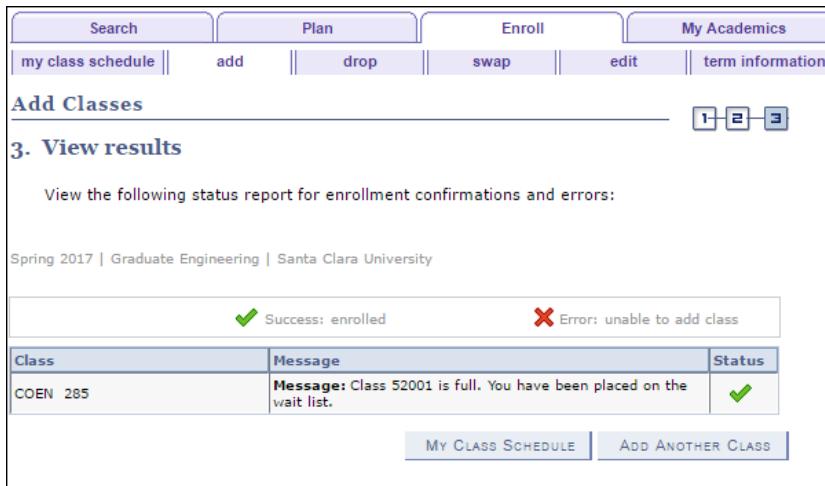
Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring 2017 Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
COEN 285-01 (52001)	Software Engineering (Lecture)	TTh 7:10PM - 9:00PM	Kenna Hall 218	L. Zimdars	4.00	

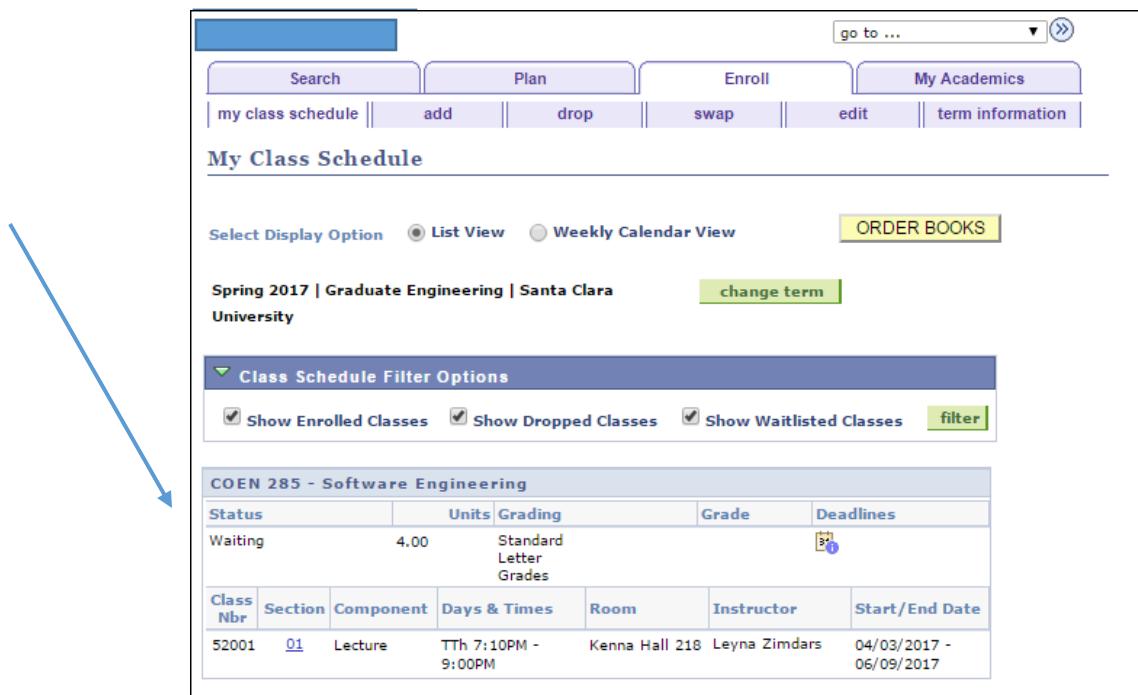
CANCEL **PREVIOUS** **FINISH ENROLLING**

8. Review the enrollment messages.



The screenshot shows the 'Add Classes' section of a university enrollment system. At the top, there are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. A navigation bar at the top right shows '1-2-3'. The main content area is titled '3. View results' and contains a message: 'View the following status report for enrollment confirmations and errors:'. Below this, it says 'Spring 2017 | Graduate Engineering | Santa Clara University'. A table displays enrollment status for a class: COEN 285. The table has columns for 'Class', 'Message', and 'Status'. The 'Message' column shows 'Message: Class 52001 is full. You have been placed on the wait list.' with a green checkmark. The 'Status' column shows a green checkmark. At the bottom are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.

9. Check **My Class Schedule**. Be sure the class is in a “waiting” status.



The screenshot shows the 'My Class Schedule' page. At the top, there are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. A 'go to ...' dropdown and a 'ORDER BOOKS' button are also at the top. The main content area is titled 'My Class Schedule' and contains a 'Select Display Option' section with 'List View' and 'Weekly Calendar View' radio buttons, and a 'change term' button. Below this is a message: 'Spring 2017 | Graduate Engineering | Santa Clara University'. A 'Class Schedule Filter Options' section has checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes', with a 'filter' button. The main table is titled 'COEN 285 - Software Engineering'. It has columns for 'Status', 'Units', 'Grading', 'Grade', and 'Deadlines'. The 'Status' row shows 'Waiting', '4.00', 'Standard Letter Grades', and a 'filter' button. The 'Deadlines' row shows a 'B' icon and a date range from '04/03/2017 - 06/09/2017'. The table also includes columns for 'Class Nbr', 'Section', 'Component', 'Days & Times', 'Room', 'Instructor', and 'Start/End Date'. A specific row for '52001 01 Lecture TTh 7:10PM - 9:00PM Kenna Hall 218 Leyna Zimdars 04/03/2017 - 06/09/2017' is highlighted.

- Student Weekly Calendar View of Wait List class.

The screenshot shows a weekly calendar interface for a student's class schedule. The top navigation bar includes links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'my class schedule'. Below this is a 'My Class Schedule' section with a 'Select Display Option' dropdown set to 'Weekly Calendar View'. The main area displays a grid for the week of April 3-9, 2017, with time slots from 7:00AM to 9:00PM. A specific slot on Friday, April 7, 2017, at 8:00PM is highlighted in green and contains the following text:

Waiting:
COEN 285 - 01
Lecture
7:00PM - 8:00PM
Kenna Hall 218

Another identical entry is present in the adjacent slot at 8:00PM on Friday, April 7, 2017.

- Wait list may not be the order in which students are eligible to enroll. Priority to enroll may be determined by the department or faculty.
- Students can remove themselves from the wait list by following the same process as for a standard drop.