Wait listing – beginning spring 2014 NSC allows students to waitlist themselves for classes that are full.

Here's how it works:

1) Enter the Prefix of the course subject

To view all classes including full classes (for possible wait listing) uncheck "Show Open Classes Only" and click "Search".

avorites Main Menu > Sel	f Service > Student Center	r > Enrollment: Add Cl	asses		
JamesTest NSC			go to	- (>>)	
Search	Plan	Enroll		My Academics	
my class schedule	add drop	swap	edit	term information	
Add Classes				1-2-3	
Enter Search Crite	eria				
Search for Classes					
Nevada State College 201	4 Fall				
Select at least 2 search cri	teria. Click Search to view y	our search results.			
▼ Class Search		Ļ			
Course Subject	select subject	IOL Biology			
Course Number	is exactly	▼ 189	-		
Course Career	Chew Open Classes O	-			
	Open Entry/Exit Class	ies Only			
Mode of Instruction		• -			
Additional Search Crite	eria				

Search Plan Enroll My Academics

<u>My Class Schedule</u> <u>Add</u> <u>Drop</u> <u>Swap</u> <u>Edit</u> <u>Term Information</u>

go to ... 👻

2) The waitlisting option is identified by a yellow traingle. Review the date, time, location, instructor and make the appropriate selection by clicking on "select class".

Class Sch	edule	show all	Shopping Cart				
L 189	Mo 8:00AM - 1 LAS 122 We 8:00AM - LAS 221	10:50AM 10:50AM	Your shopping ca	art is empty.			
following I', Show	classes match you Open Classes Only	ır search criteria Cour : No	rse Subject: Biolog	iy , Course Num	nber is exactly		
eturn to A	dd Classes		NEW SEAF	RCH	MODIFY SEARCH		
			Open	Closed	▲ Wait List		
_							
BIC)L 189 - Funda	mentals of Life §	Science				
							First 🚺 1-7 of 7
Section	001-LLB(86536)		Status		coloct class		First 🗳 1-7 of 7
Section	001-LLB(86536)		Status	A	select class	—	First 🚺 1-7 of 7
Section Session	001-LLB(86536) Regular Days & Times	Location	Status	Room	select class	Meeting Dates	First 1-7 of 7
Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM	Location NSC Main Location	Status	Room LAS 122	select class Instructor Staff	Meeting Dates 08/25/2014 - 12/13/2014	First 1-7 of 7
Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	Location NSC Main Location NSC Main Location	Status	Room LAS 122 LAS 221	select class Instructor Staff Staff	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014	First 1-7 of 7
Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	Location NSC Main Location NSC Main Location	Status	Room LAS 122 LAS 221	select class Instructor Staff Staff Staff	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014	First 1-7 of 7
Section Session Section	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537)	Location NSC Main Location NSC Main Location	Status	Room LAS 122 LAS 221	select class Instructor Staff Staff Staff select class	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014	First 1-7 of 7 In Person In Person
Section Session Section Section	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537) Regular	Location NSC Main Location NSC Main Location	Status	Room LAS 122 LAS 221	select class Instructor Staff Staff select class	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014	First 1-7 of 7
Section Session Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537) Regular Days & Times	Location NSC Main Location NSC Main Location	Status	Room LAS 122 LAS 221	select class Instructor Staff Staff Staff select class Instructor Instructor	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 Meeting Dates	First 1-7 of 7 Instruction Method In Person In Person Instruction Method
Section Session Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537) Regular Days & Times Mo 11:00AM - 1:50PM	Location NSC Main Location NSC Main Location Location NSC Main Location	Status	A Room LAS 122 LAS 221 A Room LAS 122	select class Instructor Staff Staff select class Instructor Instructor Staff	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014	First 1-7 of 7 Instruction Method In Person In Person Instruction Method In Person In Person
Section Session Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537) Regular Days & Times Mo 11:00AM - 1:50PM	Location NSC Main Location NSC Main Location Location NSC Main Location NSC Main Location	Status D Status 1 1	Room LAS 122 LAS 221 Noom LAS 122 LAS 221	select class Instructor Staff Staff select class Instructor Instructor Staff Staff	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 - 12/13/2014 - 12/13/2014 -	Instruction Method In Person In Person Instruction Method In Person In Person In Person In Person
Section Session Section Session	001-LLB(86536) Regular Days & Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM 002-LLB(86537) Regular Days & Times Mo 11:00AM - 1:50PM	Location NSC Main Location NSC Main Location Location NSC Main Location NSC Main Location NSC Main Location	Status Status Status	A Room LAS 122 LAS 221 AS 221 LAS 122 LAS 122 LAS 221	select class Instructor Staff Staff select class Instructor Instructor Staff Staff	Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 Meeting Dates 08/25/2014 - 12/13/2014 08/25/2014 - 12/13/2014 - 12/13/2014 - 12/13/2014 -	Instruction Method In Person In Person Instruction Method In Person In Person In Person In Person

3) Mark the box that says "Wait list if class is full" and then click Next.

Favorites Main Menu > Self Service > Student Center > Enrollment: Add Classes

James	Test NSC				go to	• >>>>
	Search		Plan	Enroll	My Academics	
my clas	ss schedule	add	drop	swap	edit term informa	tion
Add C	lasses					
1. Sel	ect classe	s to add - E	nrollment Pı	eferences		
2014 Fall	Undergraduat	e Nevada State				
	100 Funda	montale of Life				
BIOL	189 - Fundai	nentals of Li	e science			
Class Pr	eferences					
BIOL 18	9-001 L	.ec/Lab 🔥 W	ait List Wait List	🗵 Wait list	if class is full	
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Enrollme	ent Information	Jace				
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				0.0	Neve	
				CAI	NCEL NEXT	
Section	Component	Days & Time	s Room	Instructor	Start/End Date	
001	Lec/Lab	Mo 8:00AM - 10:50AM	LAS 122	Staff	08/25/2014 - 12/13/2014	
		We 8:00AM -	145.221	Ch-#	08/25/2014 -	

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... 👻

4) Review your selection and click "proceed to step 2 of 3".

lamesTest NSC					go to	- (»
Search		Plan		Enroll	My	Academics	
my class schedule	add	drop	SV	vap	edit t	erm informatio	n
dd Classes							
Select classes	s to add					리크	
BIOL 189 has	been addeo duate Nev	d to your Sho ada State Co	opping Cart. Ilege char	ige term			
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5) Complete the transaction by clicking on "Finish Enrolling".

avorites Main Menu	-					
James Test NSC				go to		• >>>>
Search	P	lan	Enroll		My Acad	emics
my class schedule	add	drop	swap	edit	term i	information
Add Classes					- 1-2	-3
2. Confirm cl	asses					
Click Finish Enrol	ling to process your	request for the cla	sses listed belo	w. To exit		
without adding t	nese classes, click C	ancel.				
2014 Fall Undergradu	uate Nevada State	ancel. College				
2014 Fall Undergradu	uate Nevada State	ancel. College Open	Close	d 🔺 W	/ait List	
2014 Fall Undergradu	Description	ollege Open Days/Times	Close	d AW	/ait List	tus
Class BIOL 189-001 (86536)	Description Fundamentals of Life Science (Lec/Lab)	Ancel. College Days/Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	Room LAS 122 LAS 221	d Aw Instructor Staff	4.00	tus
Class BIOL 189-001 (86536)	Description Fundamentals of Life Science (Lec/Lab)	ancel. College Open Days/Times Mo 8:00AM - 10:50AM We 8:00AM - 10:50AM	Close Room LAS 122 LAS 221 PREVIOUS	d AW Instructor Staff FINISH	4.00 ENROLLING	

<u>My Class Schedule</u> <u>Add</u> <u>Drop</u> <u>Swap</u> <u>Edit</u> <u>Term Information</u>

go to ... 🔻 🛞

6) You have now been added to a waiting list for that class as indicated by the green check mark. If you received a red "X" please review the error message.

•					
JamesTest NSC				go to	• (>>)
Search		Plan	Enroll		My Academics
my class schedule	add	drop	swap	edit	term information
Add Classes					1-2-3
3. View results					
View the following etc	tus report i	for oprollmont con	firmations and arrars		
View the following sta	atus report f	for enrollment con ate College	firmations and errors:		
View the following sta	Nevada Sta	for enrollment con ate College ccess: enrolled	firmations and errors:	r: unable to	add class
View the following sta 2014 Fall Undergraduate Class	Nevada Sta	for enrollment con ate College :cess: enrolled essage	firmations and errors:	r: unable to	add class
View the following sta 2014 Fall Undergraduate Class BIOL 189	Atus report f	for enrollment con ate College :cess: enrolled essage essage: Class 865: ait list in position n	firmations and errors: Erro 36 is full. You have beer umber 1.	r: unable to	add class Status the

7) Review your class schedule regularly to check the position number or to see if you have been added to the class. If you have been added you will have 48 hours to make a payment or to make arrangements with the Cashier's Office of the Financial Aid Office.

vorites Main Menu >	Self Service >	Student Center	> Enrollment: Ad	d Classes > Enr	ollment: Add Classe
JamesTest NSC				go to	• (>>)
Search		Plan	Enroll		My Academics
my class schedule	add	drop	swap	edit	term information
My Class Sched	ıle				
Select Display Option 2014 Fall Undergrad	⊚ List View luate Nevad	© Weekly Cale a State College	endar View change term		
✓ Class Schedule F ☑ Show Enrolled Class BIOL 189 - Fundame	ilter Options	v Dropped Classe:	s 🛛 Show Wait	listed Classes	filter
Status	Waitlist Position	Units Grading	Grad	e Deadline	5
Waiting 🛻 📃 1	I.(00 Letter Gra	ade	3	
Class Nbr Section Compo	nent Days & 1	imes Room	Instructo	or Start/E	nd Date
86536 <u>001</u> Lec/Lab	Mo 8:00A 10:50AM	M - LAS 122	Staff	08/25/2 12/13/2	014 - 014
	We 8:004 10:50AM	AM - LAS 221	Staff	08/25/2 12/13/2	014 - 014
▼ Message not fou	nd				
Buy Books	Message no	ot found			
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