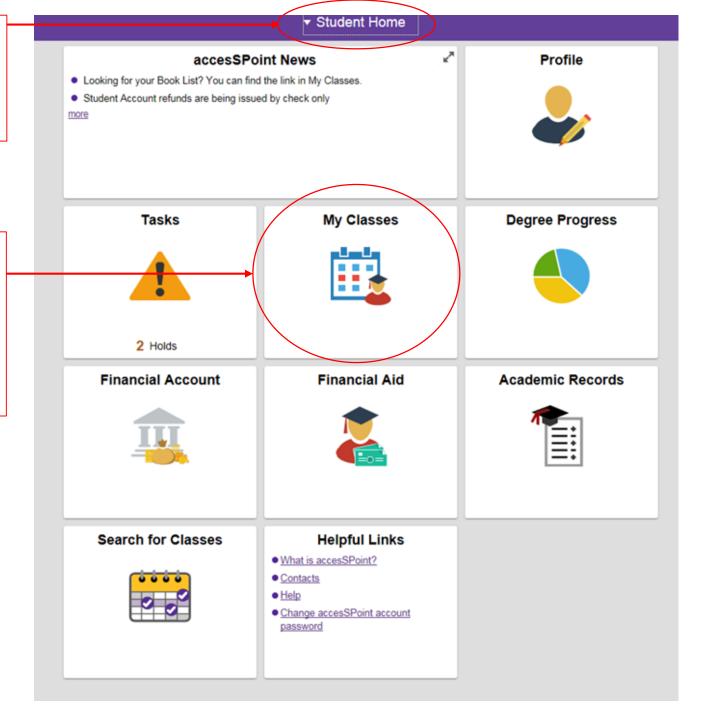
## Enrolling in a Wait Listed Course



1. After logging on to AccessPoint, you will arrive at your student homepage.

2. Move your cursor over the "My Classes" tile on your home page and click. This will take you to a new page.

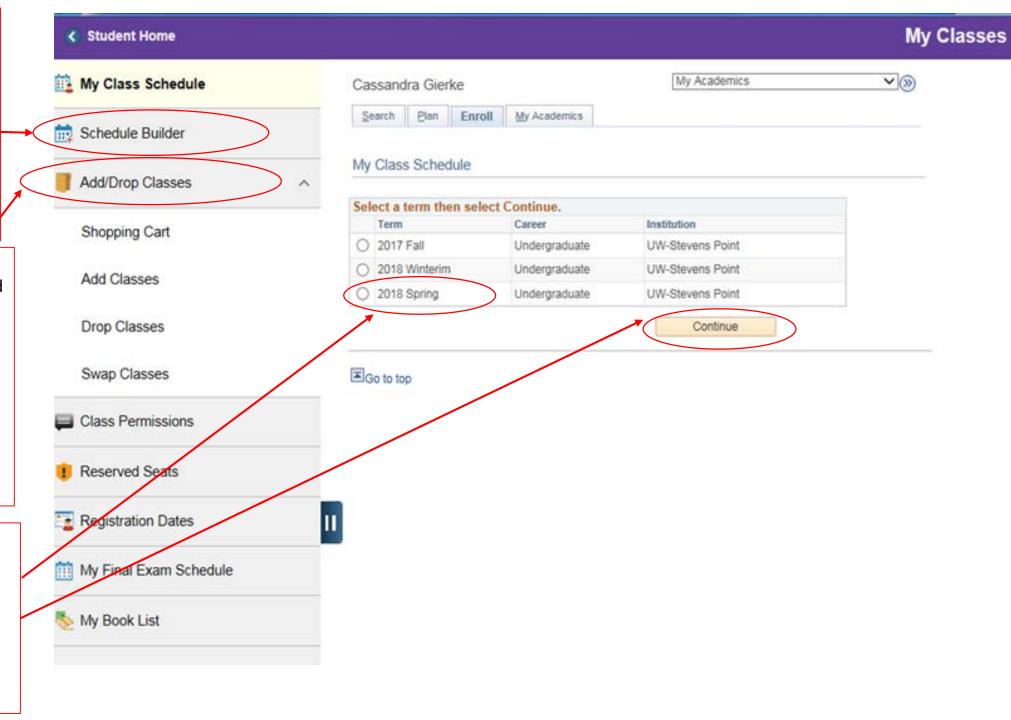


3. If you have not yet put together a schedule, you can do so here. Once completed, you can import your cart from schedule builder.\* If you have already found all of your classes and they are just waiting to be enrolled, skip to step 9.

\*View registration instructions for a How To

4. If you are looking to add a specific course and know the course information (section, class number, instructor, ect.) click here to open the pull down menu. Then click add classes. This will allow you to search for a specific course.

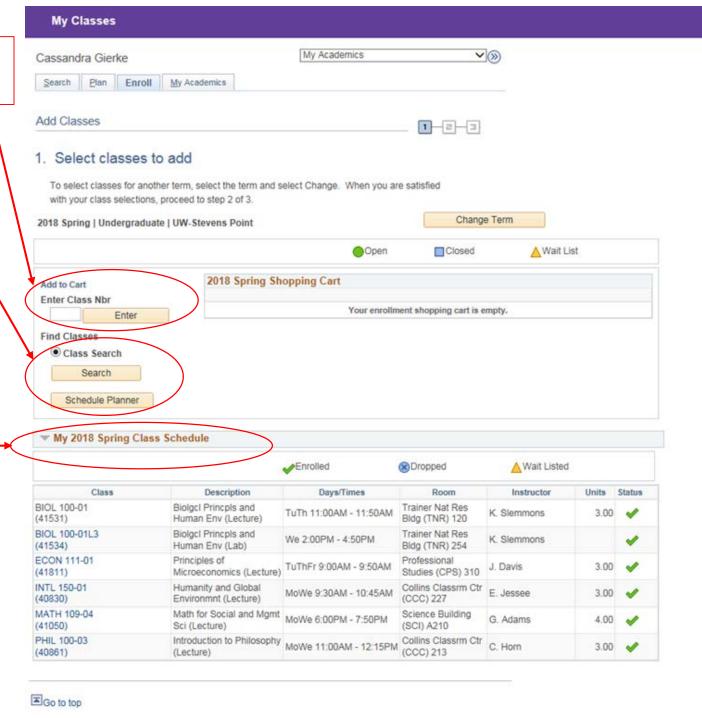
5. Select the correct term by filling in the corresponding bubble. Click continue to work with that term's schedule.

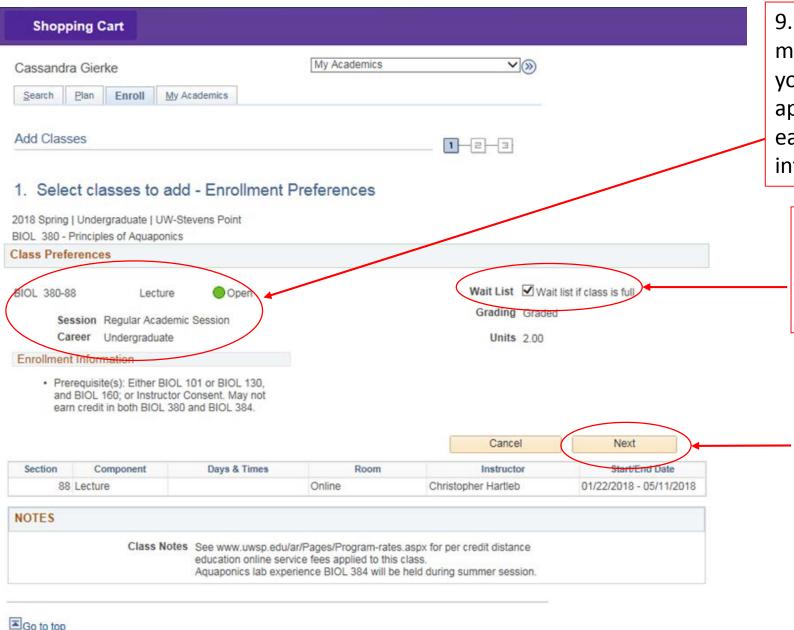


6. If you know the class number, type it here and press enter.

7. If you are looking a class up by instructor, section, time, ect. Click search and enter the information you know. This will bring up a list of courses for you to pick and choose.

8. Any courses that you have already been enrolled in, either by importing from schedule builder or manually searching, will show up here.





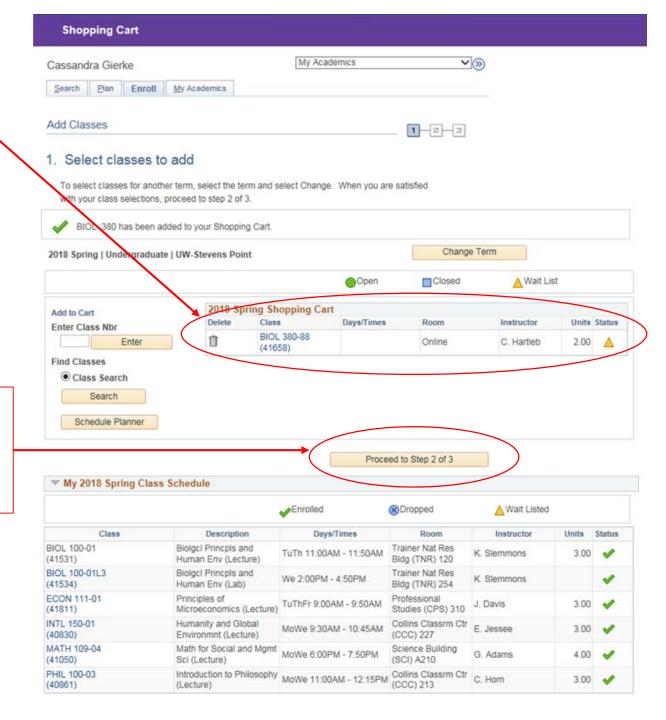
9. After importing your cart, or manually searching for your classes, you will need to go through and approve the enrollment preferences for each course. Ensure that all of the information is correct.

10. If you wish to be added to a wait list, check the box here. You will automatically be added to the wait list if the class is full.

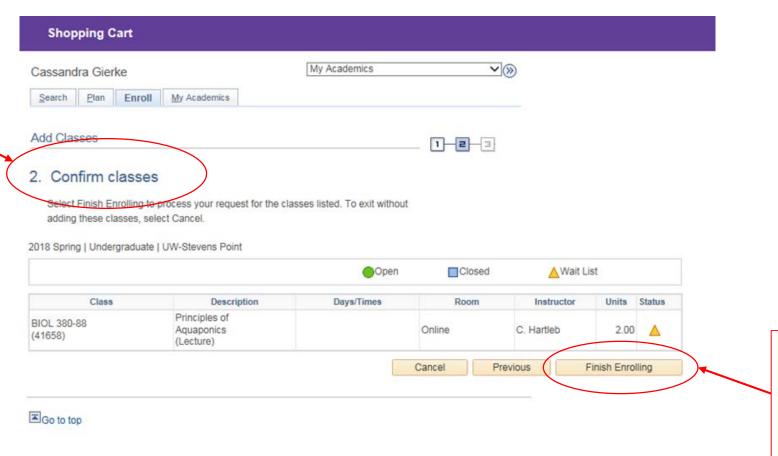
11. After all of the previous steps are completed, select the next button. If you have selected to add more than one course, the system will automatically take you to the next course page where you can revisit steps 9 and 10. Otherwise you can click next and continue on.

12. After approving all courses' enrollment preferences, they will appear in your shopping cart.

13. If everything appears correct, click the yellow button to proceed to the next step.

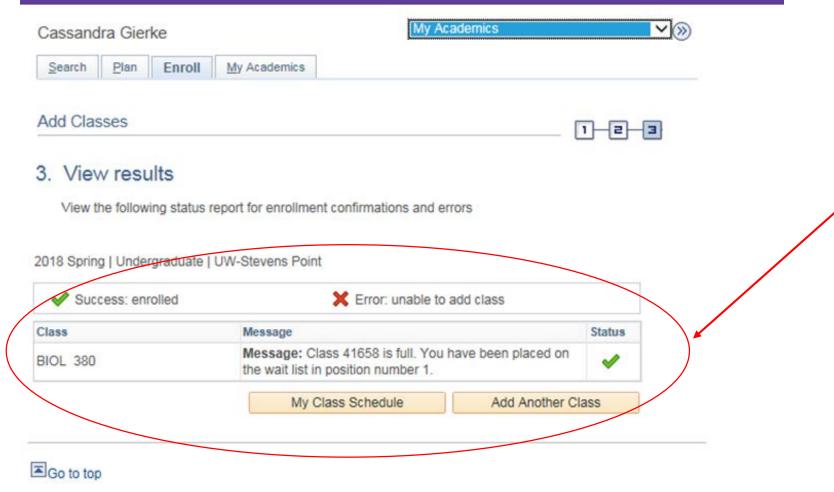


14. You will now be on the confirm classes page.



15. If everything appears correct, click finish enrolling.

## **Shopping Cart**



- 16. Make sure you read the message that appears.
- If you see a green check mark, you have been enrolled or added to a wait list if necessary. If added to a wait list, you can find your position here.
- If you see a red x, you will need to check the message to figure out why you were not able to enroll and respond accordingly.