

## ENROLLMENT AND WAITLIST GUIDE FOR STUDENTS

Log in at <http://campusconnect.depaul.edu>. On the left menu, select For Students -> Records and Registration -> Enroll: Add/Drop. Select the term that you wish to enroll and click Continue.

The screenshot shows the Campus Connect interface. On the left is a navigation menu with 'Enroll: Add/Drop' highlighted in red. The main content area has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are links for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. Below this is the 'Add Classes' section with a 'Select Term' table. The table has columns for Term, Career, and Institution. Two terms are listed: '2008-2009 Summer' and '2009-2010 Autumn', both for 'Undergraduate' at 'DePaul University'. A 'CONTINUE' button is circled in red at the bottom right of the table area.

Term	Career	Institution
<input type="radio"/> 2008-2009 Summer	Undergraduate	DePaul University
<input type="radio"/> 2009-2010 Autumn	Undergraduate	DePaul University

### Step 1: Add classes using any of the following three methods:

1. If you would like to view all classes, select Class Search and click Search.
2. If you have classes in your planner, select My Planner and click Search.
3. If you know the 5 digit Class Number, enter it now and click Enter.

The screenshot shows the Campus Connect interface. On the left is a navigation menu with 'Enroll: Add/Drop' highlighted in red. The main content area has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are links for 'my class schedule', 'add', 'drop', 'swap', and 'term information'.

### 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.

The screenshot shows the '2009-2010 Autumn | Undergraduate | DePaul University' page. At the top right is a 'change term' button circled in red. Below are links for 'See textbooks for Loop Campus Classes in the Course Cart' and 'See Textbooks for Lincoln Park Classes i'. A legend shows 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Add to Cart' section has a header '2009-2010 Autumn Course Cart' and a message 'Your Course Cart is empty.'. Below this is an 'Enter Class Nbr' field with '13183' entered and an 'enter' button circled in red. The 'Find Classes' section has radio buttons for 'Class Search' and 'My Planner' (selected), with a 'search' button circled in red.

Once the class is selected, check the Waitlist box to add yourself to the waitlist. Note: Not all classes or departments use waitlists. Click Next.

Add Classes



1. Select classes to add - Enrollment Preferences

2009-2010 Autumn | Undergraduate | DePaul University

ACC 101 - INTRO TO ACCOUNTING I

**Class Preferences**

ACC 101-401    Lecture    Wait List    **Wait List**  Add to waitlist if available

Permission Nbr

Session Regular Academic Session    If class requires permission to enroll, enter Permission Number.

Career Undergraduate    Grading ABC/NC Grading

Enrollment Information

- MAT 130 is a prerequisite for this class.

Units 4.00



Section	Component	Days & Times	Room	Instructor	Start/End Date
401	Lecture	MoWe 8:30AM - 10:00AM	TBA	Michelene Wendorf	09/09/2009 - 11/24/2009

You will return to the Course Cart. Click Proceed to Step 2 of 3.

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.

ACC 101 has been added to your Course Cart.

2009-2010 Autumn | Undergraduate | DePaul University [change term](#)

[See textbooks for Loop Campus Classes in the Course Cart](#)

[See Textbooks for Lincoln Park Classes in the Course Ca](#)

Open     Closed     Wait List

**Add to Cart:**

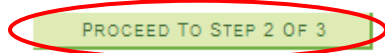
Enter Class Nbr  [enter](#)

Find Classes

Class Search     My Planner

[search](#)

2009-2010 Autumn Course Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ACC 101-401 (13124)</a>	MoWe 8:30AM - 10:00AM	TBA	M. Wendorf	4.00	



**Step 2: Confirm the classes you wish to enroll in. Click Finish Enrolling.**

**Add Classes**



**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2009-2010 Autumn | Undergraduate | DePaul University

Open     Closed     Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 101-401 (13124)	INTRO TO ACCOUNTING I (Lecture)	MoWe 8:30AM - 10:00AM	TBA	M. Wendorf	4.00	

[CANCEL](#)    [PREVIOUS](#)    [FINISH ENROLLING](#)

**Step 3: View the results of your course selection. If you have been added to a waitlist, you will be given a position number.**

**Add Classes**



**3. View results**

View the following status report for enrollment confirmations and errors:

2009-2010 Autumn | Undergraduate | DePaul University

Success: enrolled     Error: unable to add class		
Class	Message	Status
ACC 101	<b>Message:</b> Class 13124 is full. You have been placed on the wait list in position number 1.	

[MY CLASS SCHEDULE](#)    [ADD ANOTHER CLASS](#)

[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop](#)   [Swap](#)   [Term Information](#)

## Frequently Asked Questions on Waitlists and Auto-enrollment

### **What is the advantage of a waitlist?**

The waitlist enables students to be auto-enrolled in the order that they add themselves to the list without having to re-visit Campus Connection for an open seat. This does not guarantee a seat in a class; however, many students have been successfully auto-enrolled with this feature.

### **Which classes have a waitlist?**

If a waitlist is available, an orange triangle icon will appear next to the section. Not all classes or departments use waitlists. If a waitlist is not available, re-visit Campus Connection regularly for possible openings or contact your academic advisor.

### **How many classes can I be waitlisted for?**

You may add yourself to a waitlist for any number of classes, but you will only be enrolled in the maximum number of classes allowed for that term.

### **Can I be waitlisted for more than one section of the same class?**

Yes, you can waitlist for multiple sections of the same class. Once you are been enrolled in one section of *the same class*, or if you are *already enrolled* in one section of the same class, you will not be enrolled in a second section. You must drop the section you have been officially enrolled in if you wish to attempt enrollment in another section.

### **How often does the system check if a student drops?**

When a student drops a closed class, that class will continue to remain closed if there is a pending waitlist.

Auto-enrollment operates twice a day up to the last day to add classes for a term until auto-enrollment operates.

After the waitlist has run through all students for auto-enrollment, then the class will switch to Open status if any open seats remain.

### **I was on the waitlist. Why wasn't I enrolled when another student dropped?**

The same criteria apply to auto-enrollment as to regular enrollment:

- Once you have been enrolled in a section, or if you are *already enrolled* in another section, you will not be enrolled again in a second section.
- You cannot be auto-enrolled into more quarter hours than permitted per quarter. For most students, this is five classes, or 20 quarter hours.
- Your account must be clear of any registration holds, e.g. financial hold, library fines, academic probation, etc.

### **Can I change the classes that I have on my waitlist?**

Yes, you may remove yourself from a waitlist by following the same steps to drop a class.

### **What happens if I still haven't been enrolled by the start of the quarter?**

Waitlists will be manually reviewed within 1 week prior to the start of a term for students that can be accommodated beyond the set class capacity. Typically this is reserved for graduated seniors or