

Using Wait Lists

1. Login to MyNOVA and select Student Center.
2. On the Student Center page, click Enroll.
3. If the class section is full and a Wait List is available, you will see the Wait List icon () as the class status. You can remove yourself from the wait list through Self-Service (same process as drop) to allow other students.

If a space in the class becomes available, then you will be automatically enrolled. If you have been moved into a class from a wait list, you will have until 5:00 p.m. the next business day to pay for the class.

[Add Classes](#) 1 

1. Select classes to add - Enrollment Preferences

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SDV 101 - Orientation to:

Class Preferences	
SDV 101-025H	Lecture  Wait List
	<input type="checkbox"/> Wait list if class is full
Topic	Health Care
Session	Eight Week - Second
Career	Credit
Wait List	
Grading	Graded
Units	1.00

You can see your position number on the wait list through Self-Service during the enrollment period.

4. Click the WAIT LIST IF CLASS IS FULL button 'on'. The class is then placed in your shopping cart (note the status).

Note: You may see that a class is OPEN, but if there is a wait list, you will be placed on the wait list until a space for you becomes available. You will not be notified automatically that you have been moved from the wait list to the class, *so you must monitor your schedule every morning.*

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.

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Open Closed Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
SDV 101-025H (15315)	Orientation to: (Lecture)	We 10:00AM - 11:50AM	H-Medical/HE-0253	M. Hemmelman	1.00	

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

5. Proceed to steps 2 and 3. The following page is displayed: (Note that the page indicates Successful enrolled, but in the Wait List. It also indicates your position number on the Wait List):

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class		
Class	Message	Status
SDV 101	Message: Class 15315 is full. You have been placed on the wait list in position number 1.	

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

NOTE: This green check mark does not mean that you are enrolled in the class. It means that you have been added to the Wait List successfully.

6. Check your class schedule; this is what you will see if you are on a Wait List. Your status in the class is WAITING.

▼ Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

PED 116 - Fitness And Wellness						
Status	Units	Grading	Grade	Deadlines	Class Notes	
Enrolled	1.00	Graded			IMPORTANT NOTE: This class will meet in the Tyler Building, Room AT-113 instead of the room number listed online. Class includes both lecture and activity and meets PED 116 and PED activity elective requirements. Additional info online	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
11201	080A	Lecture	Fr 9:00AM - 2:30PM	A-Tyler/AT-0113	Gail Freedman	03/12/2012 - 05/07/2012

SDV 101 - Orientation to:						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	1.00	Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
15315	025H	Lecture	We 10:00AM - 11:50AM	H-Medical/HE-0253	Mindy Hemmelman	03/12/2012 - 05/07/2012

[Printer Friendly Page](#)

NOTE: You are not enrolled until you see that your status has been changed to ENROLLED.