CUNYfirst Student Self Service:
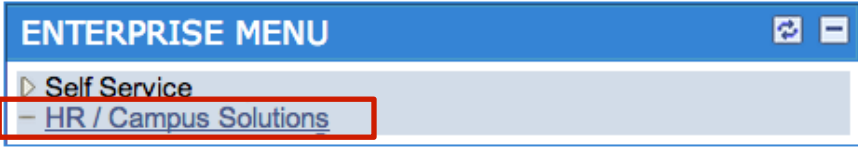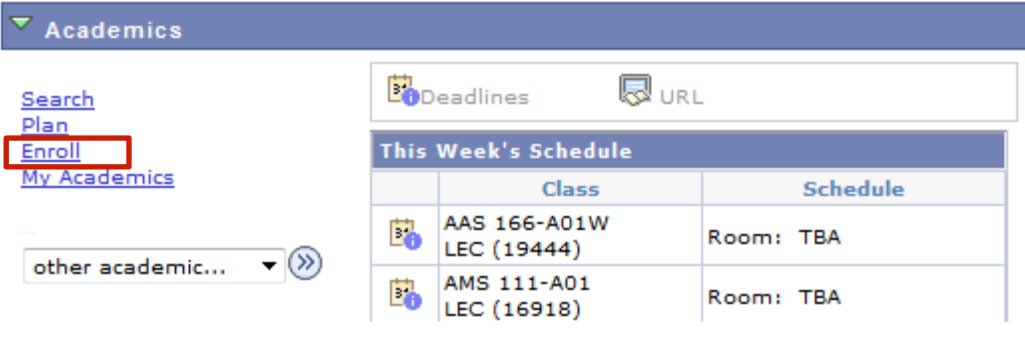Wait List Guide

LEHMAN COLLEGE

**Wait List:**
Students may use the self-service wait list feature when a class is full and a wait list option is available. *Note not all classes offer wait lists options.*

| Step | Action |
|------|--------|
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst. |
| 2. | Enter your CUNYfirst Username and Password and click the **Go** button ⏩ to login. |
| 3. | Click on **HR/Campus Solutions** link under Enterprise Menu  |
| 4. | Navigate to: **Self Service > Student Center**. |
| 5. | On the **Student Center** page under Academics section, click the **Enroll** link.  |
| 6. |  On the **Add Classes** page select classes to add to your cart by entering the class number. |

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| 7. | <br><br>**Verify** that the wait list option is available for the selected class by locating the wait list icon ⚠ under the Class Preferences section. Once the wait list availability has been verified, click on the **Wait List** check box and then click on the **NEXT** button.<br><br>**Note:** *Not all classes offer wait list options.* |
| 8. | <br><br>Click the **PROCEED TO STEP 2 OF 3** button. |

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|---|---|
| 9. |  Verify that the wait list icon ⚠ appears under the status column, and then click on the **FINISH ENROLLING** button to proceed to the next step. |
| 10. |  Review all messages.<br><br>**Note:**<br><br>✔ Success<br><br>*After successfully being added to the wait list class section, please take note of your wait list position number.* **Wait List does not guarantee students will be enrolled (registered) in their class sections.** *Students may be automatically enrolled in class sections depending on their position on the wait list and if seating becomes available.*<br><br>✖ Error<br><br>*Some factors that may prevent students from being adding to the wait list:*<br>• *Already enrolled in another class section of the same course*<br>• *Student is already enrolled in the maximum number of units (credits)*<br>• *Wait list is full and seats are no longer available* |