


## Adding Yourself to a Class Waitlist on CAESAR


The CAESAR waitlist feature is available for select classes in departments and schools throughout the University. Students may add up to two classes to their waiting list.

- Step 1** Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.
- Step 2** Click on the **Enroll** link from the **Student Center**. The **Add Classes–Select classes to add** page appears.
- Step 3** Enter a 5-digit class number in the Class Nbr field provided and *press* the **Enter** button (or *press* the **Search** button to access the **Add Classes – Enter Search Criteria** page to search and select a course).




Note: When searching for classes you if you uncheck the “show open classes only” checkbox the search returns classes that have an Open, Closed or Wait List status.




 Open
 Closed
 Wait List

- Step 4** Select related class section(s) if necessary, if not, proceed to the next step. [**Note:** You must register for discussion or lab sections with the lecture. You cannot register for labs and discussion sections independently.] If the class has no related sections or if you’ve just selected a related section, the **Add Classes–Select classes to add - Enrollment Preferences** page appears.
- Step 5** Determine whether the class offers an online waitlist. If the yellow triangle (  ) appears next to the section you wish to add the department has chosen to use the CAESAR waitlist.
- Step 6** Click on the  **Wait list if class is full** checkbox to be placed on a waitlist if the course is full and maintains an online waitlist. Select any additional enrollment preferences. To proceed to the next step, press the Next button.
- Step 7** You have now successfully added this class to your shopping cart! You have been returned to the **Add Classes–Select classes to add** page, which now displays a message similar to the following and the contents of your shopping cart.

 **HISTORY 201-1 has been added to your Shopping Cart.**

**2007 Fall | Undergraduate | Northwestern University**

 Open
 Closed
 Wait List

2007 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">HISTORY 201-1-01 (14510)</a>	MWF 12:00PM - 12:50PM	Harris Hall 107	R. Lerner	1.00	
	HISTORY 201-1-60 (14511)	Th 10:00AM - 10:50AM	TBA	Staff		

PROCEED TO STEP 2 OF 3

- Step 8** Repeat the steps above to add additional classes to your **Shopping Cart** or *press* the **PROCEED TO STEP 2 OF 3** button to move to the confirmation stage of the enrollment process.
- Step 9** The **Add Classes–Confirm Classes** page displays the classes you’ve selected from your shopping cart to add at this time. Confirm your selections and click the **FINISH ENROLLING** button.
- Step 10** When your transactions have been processed, the **Add Classes–View Results** page appears. Enrollment that have been successfully added to the waitlist will display a green checkmark ✓ next to the class and a Message stating that the “class is closed. Student placed on Wait List, position number 1.” to indicate your place on the waitlist. Unsuccessful enrollments will display a red ✗ next to the class. If your request is unsuccessful, **Errors** will be displayed in the Message field.

The screenshot shows the 'Add Classes' page with a navigation bar at the top containing 'Search', 'Enroll', and 'My Academics'. Below the navigation bar are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1 | 2 | 3'. Below this is the section '3. View results' with the instruction 'View the following status report for enrollment confirmations and errors:'. The page is for '2007 Fall | Undergraduate | Northwestern University'. A summary bar shows a green checkmark for 'Success: enrolled' and a red ✗ for 'Error: unable to add class'. A table below shows the enrollment details:

Class	Message	Status
HISTORY 201-1(14510)	<b>Message:</b> Class 14510 is Closed. Student placed on Wait List, position number 1.	✓

At the bottom of the results section are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. The footer contains navigation links for 'Search', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.

- Step 11** *Press* the **Add Another Class** button to add another class or *press* the **My Class Schedule** button to view and print a copy of your class schedule. Confirm that your schedule is correct, *press* the [Printer Friendly Page](#) link in the lower right hand corner and then print a copy if you wish. [Alternately, you can navigate from the **Menu** by selecting **For Students > Enrollment > View My Class Schedule.**]

**Once a department selects you to enroll in the class they will email you a permission number with instructions to move from the waitlist onto the fully enrolled class list.**

To ensure account security, when you have completed your transaction, from top right of the **CAESAR banner**, *click* **Sign out** to close your session and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>.** If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue, at 847-491-HELP or [caesar@northwestern.edu](mailto:caesar@northwestern.edu).