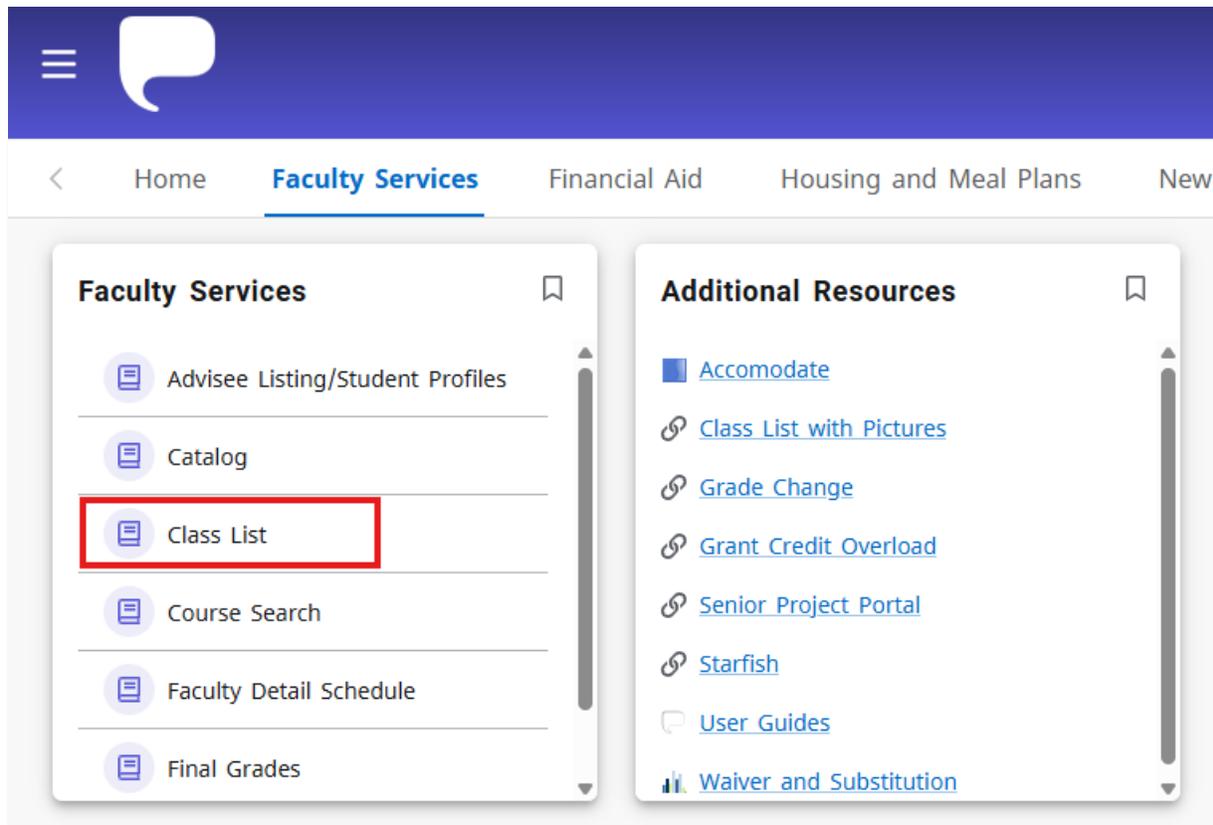




## Class List and Wait List

### Accessing Your Class List

1. Go to [purchase.edu/faculty-and-staff/](https://purchase.edu/faculty-and-staff/)
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**
5. Go to **Class List**



Select the term of the class list you are looking for from the dropdown menu.

Faculty & Advisors • CRN Listing

Class List

Spring 2025 - 202460

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
CIN 2200, 0	Music Video & Popular Culture	60607	14	Active	01/22/2025 - 05/13/2025	Spring 2025 (202460)
CIN 1510, 0	Intro to Cinema Studies II	65736	25	Active	01/22/2025 - 05/13/2025	Spring 2025 (202460)



## Class List and Wait List

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Mouse over the course number listed in the Subject column so that the entire row and click once the full row is highlighted. **Do not click the course title or the CRN** to navigate to the class list.

### Using Your Class List

The Class List page has three sections: Course Information, Enrollment Counts, and Summary Class List (composed of the Class List and the Wait List).

 **Course Information**  
**Music Video & Popular Culture - CIN 2200 0**  
**CRN:** 60607  
**Duration:** 01/22/2025 - 05/13/2025  
**Status:** Active

The Course Information section shows you the course title, Course Reference Number (CRN), and the duration and status of the course. Clicking on the course title will bring up expanded information about the course, such as course attributes, course description restrictions, prerequisites, and more. Clicking on the CRN will bring up section-specific information such as meeting times, cross listed courses, bookstore links, and more.

Enrollment Counts			
	Maximum	Actual	Remaining
<b>Enrollment</b>	16	14	2
<b>Wait List</b>	10	0	10
<b>Cross List</b>	0	0	0

The Enrollment Counts section shows you the enrollment max (Maximum) for the course, the number of students currently registered for the course (Actual), and how many seats are remaining in the course (Remaining).

It also shows the maximum number of students who can be on the Wait List, the number of students currently on the wait list, and how many spots on the Wait List remain. You can view the students on the Wait List by clicking the Wait List tab. If the course is cross listed, this section will also show you the enrollment numbers for the cross-listed section of the course.



## Class List and Wait List

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			Withdrawn	Undergraduate	4	No Access	W	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	B+	Junior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	A	Junior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	A	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	A-	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	C	Junior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	C	Senior

### Viewing Student Information

The Summary Class List section shows you the students who are registered for the course. You can switch between the Summary View and the **Detail View** of the class list, which will include more information about each student like their major and matriculation term, by selecting Detail View in the top right corner of the Class List Section (indicated above with the red arrow). You can also view this information one student at a time by clicking the student’s PID. Additionally, can click on a student’s name to view their student profile. The student’s profile will open in a new tab.

### Emailing Students

To email students, use the checkbox next to their name or select the entire class list by checking the checkbox in the header row (indicated above with the blue arrow) and clicking the mail icon (indicated above with the yellow arrow). Emails will automatically open in your default mail client, and emails to the entire class will automatically blind copy students’ email addresses.

### Wait List

To view students on the wait list, click Wait List (indicated above with the green arrow). When a spot opens in the course, the first student on the Wait List will receive an email stating that they have 24 hours to register for the course. After that 24-hour period, if the student has not registered, they will be removed from the Wait List and the next student in line will be offered the spot in the class. If a student misses their opportunity to register for an open spot and is taken off the Wait List, they will need to re-add themselves to the Wait List through online registration.

If you would like to give a student permission to register for your class from the Wait List, you may issue them a Registration Override. For further information about how to do this, please see the Registration Overrides user guide under Additional Resources.