



WAITLIST FAQ'S

See highlighted sections for important **CHANGES** on how waitlists work, effective Spring 2011.

What is the purpose of the waitlist?

If a class has reached its maximum enrollment limit, you may choose to add your name to the waitlist.

How do I add my name to a waitlist?

If you have attempted to register for a class that has reached its maximum enrollment limit, WebAdvisor will present you with the option to place yourself on the waitlist. Just click on the Action box and choose Waitlist then click on the Submit button.

Will I have to pay fees for the class once I've added my name to the waitlist?

No. Fees will be assessed at the time of successful registration in the class.

Can I add my name to more than one waitlist for the same course?

No.

Can I add my name to a waitlist if I am already enrolled in the same course?

No.

Will I know what number I am on the waitlist?

Yes. You can see your waitlisted courses and your position on the list by viewing your "Manage My Waitlist" in WebAdvisor.

What if I'm no longer interested in being on a waitlist?

Please remove your name from the waitlist through "Manage My Waitlist" in WebAdvisor.

How will I be notified if an opening occurs and I was rolled into the class?

As seats become available, students WHO ARE ELIGIBLE FOR THE CLASS will be rolled automatically into the open seats. You will be notified via email if you have been moved from the waitlist into an open seat. You have three days to pay for the class. Failure to pay on time causes you to lose the class and your place on the waitlist.

After I'm rolled into the class, must I pay for the class by a certain deadline?

Yes. You must pay in two days (weekends and holidays are included). Failure to pay on time causes you to lose the class and your place on the waitlist.

Where will the email messages be sent if my name has been rolled from the waitlist into the open seat?

Messages will be sent to your email address as listed in your WebAdvisor account. Check "My Profile" in WebAdvisor to make sure your email address is accurate. It is your responsibility to check your email every day to see if you have been moved from the waitlist into an open seat.

Why can't I register myself to a class that shows an open seat?

Once a class fills its seats to the limit, a waitlist is created. Although you may see an open seat - you may only add yourself to the waitlist.

Why can't I add myself to a waitlist?

Some waitlists may have a maximum limit. If you cannot add yourself to the waitlist, then the waitlist is full.

Why can't I add myself on the waitlist for an online course?

Online classes do not always allow wait listing. Most online courses overload their capacity. Once that capacity is filled, the class is closed. You will not be able to get on the waitlist. DO NOT EMAIL THE INSTRUCTOR. You may not receive a reply.

Why did some else who's further down on the waitlist got rolled into the class and I did not?

Students who have errors preventing registration such as an outstanding balance, unmet prerequisites, time conflicts, repeating a course, or overload issues will not be added into the class from the waitlist until the error is resolved.

What if I don't meet the prerequisite for a course? Can I still add my name to the waitlist?

Yes. However your name will remain on the waitlist and never roll into an open seat if you do not meet the prerequisite. [Refer to the section below - REASONS WHY YOU MAY REMAIN ON THE WAITLIST & NOT GET REGISTERED.](#)

What if I have a time conflict with another class?

Your name will remain on the waitlist and never roll into an open seat if there is a time conflict with another class.

How will an instructor know that I am on the waitlist?

The instructor's class roster will display the names of students on the waitlist.

Can I add my name to the waitlist after the first day of the semester?

No. Once the semester/session starts, you will not be able to add to the waitlist. You must petition for the class. You may attend the first class meeting to ask the instructor for an ADD CODE. If space is still available and the instructor gives you an Add Code, follow the instructions on the Add Code to register for the course by the stated deadline. Additionally, once the semester/session starts, the movement off the waitlist into the class stops.

Can I add my name to the waitlist of a late start class?

Yes. You still can add your name to the waitlist for late starting classes. Students waitlisted for the late starting classes will continue to be rolled into open seats. Waitlist will stop accepting new names on the first day of the semester for ***full-semester courses only.***

Will I need an authorization code after the start of the class if I was on a waitlist?

Yes. Attend the first class meeting and obtain an authorization code from the instructor if space is still available.

What happens if I'm still on the waitlist on the first day of the semester?

Once the semester begins, the registration system will require an Add Code in order to register, which you must obtain from the instructor. You may attend the first class meeting to ask the instructor for an ADD PERMIT with an Add Code. If space is still available and the instructor gives you an Add Permit, follow the instructions on the permit to register for the course by the stated deadline.

REASONS WHY STUDENTS MAY REMAIN ON THE WAITLIST AND NOT GET REGISTERED INTO A CLASS

Below are the reasons why students remain on the waitlist and do NOT get registered into the class and in some cases are dropped from waitlist.

1. **COURSE REPETITION** – You have exceeded the number of times you may take the course in question. You may have received too many substandard grades or W's for the course. You will need to submit a [Course Repetition Request \(PDF\)](#) to either a counselor or Dean.
 2. **PREREQUISITE** – If you have completed a prerequisite for a course outside of Santiago Canyon College or Santa Ana College, you will be restricted from registering in that course using the online registration system. You must bring a copy of your transcript to the Counseling Office and meet with a counselor to obtain a waiver prior to registering for the course.
 3. **OVERLOAD** – The course in question places you in unit overload for the term of registration. This means that if you were registered into the specific course from a waitlist, you would exceed the maximum number of units allowed. You will need to submit an [Overload Petition \(PDF\)](#) to a counselor for authorization. Turn in completed form to the Admissions & Records Office. (Overload Petition needed if you wish to register for more than 18 units for Fall/Spring or more than 9 units for Summer.)
 4. **TIME CONFLICT** – The course in question conflicts with one or more courses currently on your schedule.
- Each of these four scenarios takes time and does not guarantee you registration into the class. For these reasons, we **cannot** hold a space on a Waitlist for students that need to receive clearance. Our priority is to enroll all qualified students first.
 - In summary, please remember to routinely monitor your WebAdvisor account to drop classes you do not plan to attend and remove yourself from waitlists once you have secured your desired schedule. Sitting on a waitlist when you are ineligible to register prevents the automated waitlist process from functioning properly and other qualified students lose the opportunity to register. **Be advised that you will remain on the waitlist and not be rolled into the class because of one of the above stated reasons.**