

Waitlists

- **If a class is closed, students may add their names to the wait list until the wait list becomes full or until the Friday before the course begins, whichever occurs first.**
 - **If a student drops the class, creating an opening for enrollment, the first student on the wait list will be sent an automated email with information regarding the deadline by which registration must occur. The student will be allowed 36 hours to login to the web registration system and add the course.**
 - **If the first student does not successfully add the course within 36 hours, the student will be deleted from the wait list and the next student will be sent the automated email.**
- **If students miss the 36 hour period in which registration may occur, they must login and add their name back to the bottom of the wait list. It is the student's responsibility to monitor their email and resolve any issues that may block registration before the 36 hour period expires.**
 - **The wait list process will continue even when the college is closed. Notification will go to students automatically.**
 - **After the course begins, only instructors can add students into their classes. The Instructor must issue add authorization codes to allow students to add the course.**
 - **Instructors are encouraged to give priority for add authorization codes to those students who are on the wait list in the order they appear.**
 - **Students on a waitlist for an on-campus class are encouraged to attend the first class meeting to request an add authorization code. Students who are on the waitlist for an online class should email the instructor on the first day of class to request an add authorization code. Instructors are not required to add students over the original class size.**
- **The integrity of the waitlist will be kept intact prior to the first day of class. Students will not be registered into a full class or added to a full waitlist, even with instructor permission.**
 - **Students who were unable to add their name to an on campus class wait list because it is full are encouraged to attend the first day of class. Students who were unable to add their name to an online class waitlist because it is full are encouraged to email the instructor on the first day of class.**