

If a course section has closed, students may add their name to the section's waitlist. Waitlists remain active and available for students to add themselves to up until the start of the first class meeting. If one or more spaces becomes available, wait-listed students are emailed that they may register for the class. A student has 48 hours (including weekends), or up until the start of the first class meeting, whichever comes first, to register for the class. If they do not accept the seat, they will be removed from the waitlist and the next student on the waitlist will be offered the seat.

All courses at SRJC have waitlists. The size of a course's wait list is determined by the academic department, with a minimum of _____ seats.

Students are able to monitor their wait list status in the Student Portal. It is recommended that students monitor their wait list status regularly. It is the student's responsibility to ensure the college has their correct email address. Email addresses may be updated in the Student Portal.

If a student had any "holds" assigned to their record, or if there are schedule conflicts, the wait list status will remain, and the student will not be able to enroll in the class without correcting the issue(s). Students have 48 hours, or up until the start of the first class meeting, whichever comes first, to correct such issues before being removed from the waitlist permanently. It is the student's responsibility to register for the class once notified of the opening and to pay the appropriate tuition and enrollment fees associated with the class.

Frequently Asked Questions

1. What is a wait list?

A wait list is a registration option available to students. When a course section is closed students may place themselves on the wait list for that section. If seats become available, students are notified by email to register for the class within 48 hours (2 days, including weekends), or before the first class meeting, whichever comes first.

2. How do I place myself on a wait list?

Using the college's online registration system, go to Add/Drop Classes and attempt to register for the class. If the class is closed and the wait list is open, the system will inquire if you would like to be added to the wait list.

3. What happens if the wait list is closed?

If both the class and wait list are closed look for an open section of the same class to add or attend the first day of instruction. The decision to add additional students is at the instructor's

discretion and is based on many factors, such as: how many students the instructor can effectively teach, the size of the room, the availability of necessary supplies, safety, materials and technology. For online classes contact the instructor via email to request an add code. If provided with an add code you will need to register for the class, using the add code, before or on the last day to add classes. [insert link to academic calendar]

4. Can I place myself on the wait list if I don't meet the prerequisite?

No. However, if you have taken the prerequisite at another college or feel you have satisfied the prerequisite in another way, you may complete a Prerequisite Challenge Form [insert link to prerequisite challenge form].

5. Can I see my position on the wait list?

Yes. When you first attempt to add the class the message will indicate how many students are ahead of you on the wait list. Once you have added yourself to the wait list, you may view your wait list position in the Student Portal.

6. How do I register for a class when I am on a wait list and a seat becomes available?

If a seat becomes available, you are notified by email to register for the class. You have 48 hours (2 days, including weekends), or up until the start of the first class meeting, whichever comes first, to register for the class from the time the email is sent to you. If you are enrolled in any conflicting courses you must drop those before being allowed to register for the course you are waitlisted for. If you do not accept the offer to be added to the class within this time frame, you will be removed from the wait list and the next person on the wait list will be emailed.

7. What if I am still on the waitlist when the class starts?

Waitlists close at the start of the first class meeting. Should you still want to add the class it is advised you attend the first class meeting. At this point the instructor may choose to add additional students from the waitlist in the order they appear on the waitlist using add codes. The decision to add additional students is at the instructor's discretion and is based on many factors such as: how many students the instructor can effectively teach, the size of the room, the availability of necessary supplies, safety, materials and technology.

When a spot opens up in a class a student is waitlisted for they are listed on the class roster as "pending" until they have officially registered for the class. From the time the email is sent notifying them a space is available students have 48 hours (2 days, including weekends), or up until the start of the first class meeting, whichever comes first, to register for the class.

8. Are add codes still used?

Yes. Add codes are used when the waitlist is no longer available. Students who are not registered in a class or on its waitlist and wish to be added should attend the first day of instruction and request an add code from the Instructor. The decision to add additional

students is at the instructor's discretion and is based on many factors such as: how many students the instructor can effectively teach, the size of the room, the availability of necessary supplies, materials, safety and technology. For online classes contact the instructor via email and request an add code. You will need to register for the class, using the add code, before or on the last day to add classes. [insert link to academic calendar]

9. What if I don't have an email address?

All new and returning students must complete an application to the college prior to registering for classes. To apply to the college you must have an email address. There are a variety of free email account options available. More information is available on the CCCApply website [insert link to CCCApply]. Free email addresses are also available to registered students [insert link to SRJC student email account sign up].

10. What if I want to remove myself from a wait list?

Go to Add/Drop Classes in the student portal and drop the class the same way you would if you were registered in the class. If you change your mind and want to get back on the wait list, you will be placed at the end of the list. If you are still on a waitlist after the second class meeting you will be automatically removed from the waitlist.

11. Will I be charged any fees for being on a wait list?

There are no fees charged for being on a wait list. Fees are assessed if or when you register for the class.

12. How many students can be on a wait list?

Length of waitlists varies from course to course. There is no preset waitlist length. Check the Schedule of Classes for information on waitlist size for particular courses.

13. Can I place myself on a wait list if I am already enrolled in the maximum units allowed?

Yes. However, you will receive an error message if you are notified of an open seat. You will need a counselor's approval to register in more than the maximum units allowed in one semester/session [insert link to policy].

Questions we have questions about....

How many waitlists can I be on at one time?

You can be on up to _____ waitlists at one time. It does not matter if the waitlists conflict by class meeting times or if you are on multiple waitlists for the same course.

OR

You can be on up to _____ waitlists at one time. You cannot be on waitlists that conflict by class meeting time or be on multiple waitlists for the same course.

OR

You can be on up to _____ waitlists at one time. While you can be on waitlists that conflict by class meeting time, you cannot be on multiple waitlists for different sections of the same course.

Can I place myself on the wait list for a class that meets at the same time as a class I'm already registered for?

Yes. However, if a space becomes available in the wait-listed course, you will need to decide which course you want as students cannot be registered for two classes that meet at the same time. If after 48 hours you have not added the course, you will be removed from the waitlist.

OR

No, if a student is registered in a course, they are prohibited from being on the wait list for a course that conflicts by time.

Can I place myself on conflicting wait lists (more than one course that meets at the same time)?

Yes. You may be on multiple wait lists for different courses that meet at the same time.

OR

No. You may not be on multiple wait lists for different courses that meet at the same time.

Can I place myself on conflicting wait lists (more than one section of the same course)?

Yes. You may be on multiple wait lists for different sections of the same course.

OR

No. You may not be on multiple wait lists for different sections of the same course.

If I am on conflicting waitlists (more than one course that meets at the same time) and I accept a seat in one of those classes, can I stay on the other waitlists?

Yes, if you want to. However, to stay on the other waitlist(s), you must confirm this when you accept the seat. If you do not confirm that you want to remain on the conflicting waitlist(s) you will be removed from them.

OR

No. If a seat becomes available, and you choose to accept it, you will be removed from any conflicting waitlists.

If I am on conflicting waitlists (more than one section of the same course) and I accept a seat in one of those classes, can I stay on the other waitlists?

Yes, if you want to. However, to stay on the other waitlist(s), you must confirm this when you accept the seat. If you do not confirm that you want to remain on the conflicting waitlist(s) you will be removed from them.

OR

No. If a seat becomes available, and you choose to accept it, you will be removed from any conflicting waitlists.