

If a course section is full, students may request to be added to its waitlist. Most courses at SRJC have waitlists. Waitlists remain active and available for students to add themselves until 11:55 p.m. the night before the official start date of the class, after which students would need an add code from the instructor. If a seat becomes available, waitlisted students are notified [add modality] that they may register for the course section.

It is recommended students monitor their waitlist status regularly in the Self-service Hub. It is the student's responsibility to ensure the college has their correct contact information. Email addresses, phone numbers, and other types of notification may be updated in the Student Portal.

A student has 24 hours to register for a class from the time they are notified. 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.

Frequently Asked Questions

1. What is a waitlist?

A waitlist is a registration option available to students. When a course section is full students may place themselves on the waitlist for that section. If seats become available, students are notified by email to register for the section within 24 hours (including weekends).

2. How do I place myself on a waitlist?

Using the college's online registration system, attempt to register for the course section. If it is closed and the waitlist is open, the system will give you the option to be added to the waitlist.

3. What happens if the waitlist is full?

If both the available seats in the course section and the waitlist are full, look for an open section of the same course to add, and check back frequently to see if additional sections of the class have been added to the schedule.

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

When you attempt to waitlist for a class, the prerequisites for the class will pop up. If you do not have the required prerequisites, you should not attempt to get on the waitlist. If you are currently enrolled in the prerequisite, go ahead and get on the waitlist. If you have completed the prerequisite at another college or feel you may qualify in a different way, you may complete a Prerequisite Challenge Form or Equivalency Form to address the issue. Please note that prerequisite challenges take some time, so do your best to take care of this right away. Forms for challenging prerequisites and other registration needs are here: [\[link to general forms page for petitions, challenges, etc.\]](#)

5. Can I place myself on the waitlist if I have holds on my account?

No, you cannot. You should check in your Student Portal to see if there are holds, and then (within the portal) contact Admissions and Records to find out how you can resolve the hold.

6. Can I see my position on the waitlist?

Yes. When you first attempt to add the course section the message will indicate how many students are ahead of you on the waitlist. Once you have added yourself to the waitlist, you may view your waitlist position in the Student [Self-service Hub](#).

7. How do I register for a course section when I am on a waitlist and a seat becomes available?

If a seat becomes available, you are notified [by email](#) to register for the course section. You have 24 hours (including weekends), or until 11:55 p.m. the night before to the official start date, whichever comes first, to register from the time you are notified. If you do not register within the 24-hour time frame, you will be removed from the waitlist and the next person on the waitlist will be offered the seat.

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

Waitlists close at 11:55 p.m. the night before the official start date of the class section. The instructor has a record of who was on the waitlist and may choose to contact the first few students about joining the class.

9. Are add codes still used?

Yes. Add codes are used instead of getting on a waitlist beginning on the official start date (once the class begins) to add students if seats become available.

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

In order to register for a class at SRJC, it is necessary to first apply through CCCApply, which requires you to have a current email address. More information is available on the CCCApply website [insert link to CCCApply]. Once you have been accepted to SRJC, free email addresses are also available to registered students [insert link to SRJC student email account sign up].

11. What if I want to remove myself from a waitlist?

If you decide you no longer want to be on the waitlist for a class, it is helpful to others if you take yourself off the waitlist. Go to the **Self-service Hub** in the student portal and drop the course section the same way you would if you were registered in it. If you change your mind and want to get back on the waitlist, you can do so, but you will be placed at the end of the list.

12. Will I be charged any fees for being on a waitlist?

There are no fees charged for being on a waitlist. Fees will be charged to your account when you register for the course section.

13. How many students can be on a waitlist?

Waitlist sizes vary. The size of a waitlist is determined by the academic department. Check the Schedule of Classes for information on waitlist size for a specific course.

14. Can I place myself on a waitlist if I am already enrolled in the maximum units allowed?

You can get on the waitlist if already enrolled in maximum units, but if you are notified that a seat is available and you attempt to register for it, you will receive an error message and not be able to enroll. You will need to either drop another class to reduce total units or meet with a counselor to request approval to go beyond the maximum allowed units. Plan ahead!

15. How many waitlists can I be on at one time?

- a. You can be on up to 10 waitlists at one time. It does not matter if the waitlists conflict by meeting times. You may waitlist on up to 3 sections of the same course.

OR

- b. You can be on up to 10 waitlists at one time. You cannot be on waitlists that conflict by meeting time or be on multiple waitlists for the same course.

OR

- c. You can be on up to 10 waitlists at one time. While you can be on waitlists that conflict by meeting time, you cannot be on multiple waitlists for different sections of the same course.

***Task Force recommends Option A.*

16. Can I place myself on the waitlist for a class that meets at the same time as a different course I'm already registered or waitlisted for?

Yes, but students cannot be registered for two course sections when meeting times overlap substantially. If you want to register for the waitlisted course, you will have to drop the other class first or submit a petition to register in conflicting classes. [[Link to the Admissions & Records Forms page](#)]

17. Can I place myself on conflicting waitlists (more than one section of the same course)?

Yes. You may be on multiple waitlists for different sections of the same course. [[Update to reflect decision made on options in question 15](#)]

18. If I am on conflicting waitlists for (different courses that meet at the same time) and I accept a seat in one, can I stay on the other waitlists?

Yes, if you want to. But if you do not, it is helpful to other students to delete your name from other waitlists. You will not automatically be removed from other waitlists.

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

Yes, if you want to. But if you do not, it is helpful to other students to delete your name from other waitlists. You will not automatically be removed from other waitlists.