

If a course section has closed, students may request to be added to its 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 space becomes available, waitlisted students are emailed that they may register for the course section. A student has 48 hours (including Saturday and Sunday), or up to the start of the first class meeting, whichever comes first, to register for it. 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.

Most courses at SRJC have waitlists. Waitlist sizes are determined by the academic department.

Students can monitor their waitlist status in the Student Portal. It is recommended students monitor their waitlist 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 has any "holds" assigned to their record, or has schedule conflicts, the waitlist 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 course section once notified of the opening and to pay the appropriate tuition and enrollment fees associated with the course.

Frequently Asked Questions

1. What is a waitlist?

A waitlist is a registration option available to students. When a course section is closed 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 48 hours (2 days, including weekends), or before the first class meeting, whichever comes first.

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 inquire if you would like to be added to the waitlist.

3. What happens if the waitlist is closed?

If both the course section and waitlist are closed look for an open section of the same course 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 courses contact the instructor via email to request an add code. If provided with an add code you will need to register for it, using the add code, before the add deadline [insert link to academic calendar].

4. Can I place myself on the waitlist 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 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 Portal.

6. 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 48 hours (2 days, including weekends), or up until the start of the first class meeting, whichever comes first, to register for it 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 section you are waitlisted for. If you do not accept the offer to be added within this time frame, you will be removed from the waitlist and the next person on the waitlist will be offered the seat.

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 course section it is advised you attend the first class meeting. The instructor may choose to add additional students (above the maximum size) 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 course section you are waitlisted for, you are listed on the roster as "pending" until you have officially registered for the class. From the time the email is sent notifying you a space is available, you have 48 hours (2 days, including weekends), or up until the start of the first class meeting, whichever comes first, to register for it.

8. Are add codes still used?

Yes. Add codes are used after the beginning of the first class meeting to add students to the roster beyond the course's maximum size. If you are not registered in the course section or are on its waitlist when it begins and you wish to be added, you 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 courses contact the instructor via email and request an add code. You will need to register for the course section, using the add code, before the add deadline [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. 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 waitlist?

Go to the registration system 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 will be placed at the end of the list.

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

There are no fees charged for being on a waitlist. Fees are assessed if or when you register for the course section.

12. How many students can be on a waitlist?

Lengths of waitlists vary from course to course. There is no preset waitlist length. 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.

13. Can I place myself on a waitlist 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].

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

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

OR

- b. You can be on up to _____ 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 _____ 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 by majority Option A with ten being the limit*

15. Can I place myself on the waitlist for a course section that meets at the same time as a course I'm already registered for?

- a. 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 course sections that meet at the same time. If after 48 hours you have not added it, you will be removed from the waitlist.

OR

- b. No, you are prohibited from being on the waitlist for a course that conflicts with a course you are already registered in.

***Task Force unanimously recommends option A.*

16. Can I place myself on conflicting waitlists (more than one course that meets at the same time)?

- a. Yes. You may be on multiple waitlists for different courses that meet at the same time.

OR

- b. No. You may not be on multiple waitlists for different courses that meet at the same time.

***Task Force unanimously recommends option A*

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

- a. Yes. You may be on multiple waitlists for different sections of the same course.

OR

- b. No. You may not be on multiple waitlists for different sections of the same course.

***Task Force by a majority recommends option A*

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

- a. 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

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

***Task Force unanimously recommends option A*

20. 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?

- a. 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

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

***Task Force by majority recommends option A*