

Oakland Community College

*STEP by STEP*

**Waitlisting**



# Waitlisting...

*The Waitlist process allows students to place their names on a Waitlist for a full section of select courses. If an opening occurs, an e-mail is sent to the first student on the Waitlist informing the student that he/she has a certain amount of time to register for the course (usually the same day the e-mail is sent). The Waitlist process is only available through Online Services.*

## *Waitlisting Steps – how to get on a waiting list for a class using Online Services*

You've used Search and Register for your desired class, but observe that it has a status of "Waitlisted" – do the following to get on the waiting list:

- Select the class by clicking the checkbox in the "Select Sections" column and clicking the Submit button. The class will appear on your *My Preferred Sections (Shopping Cart)* list.
- Choose *WL-Waitlist* from the drop-down box to add yourself to the waiting list for the class.
- Click the Submit button.
- If the transaction was successful, you'll be presented with the **Registration Results** page, which will display the Status "**On Waitlist**" for the course section you chose.
- Students must meet the prerequisite to any course prior to registering.

## *E-mail notification*

If an opening occurs in a section on your Waitlist, and you are first on the Waitlist, you will receive an e-mail letting you know the deadline by which you can register for that section. The notification e-mail will be sent to your OCC student e-mail account.

- **CHECK YOUR OCC STUDENT E-MAIL ACCOUNT DAILY!**  
The e-mail will include instructions and a time deadline for registration (usually the next day after the e-mail is sent).

## *Registration for a Waitlisted class using Online Services*

If you receive an e-mail, you must register for the class within the time deadline. Once the deadline is passed, you **will lose** your place on the Waitlist, and the next student on the Waitlist will have the opportunity to register for that section.

**Note:** (If you no longer want the class, just ignore the e-mail or remove yourself from the Waitlist.)

Go to *Manage My Waitlist*.

- You must meet all course prerequisites prior to adding yourself to the Waitlist.
- Look for a Waitlist Status of **Permission to Register** for your class.
- Choose **RG-Register** or **AU-Audit** from the drop-down list (in the **Action** column) for that course.
- Click the Submit button.
- If successful, you will see the message **Registered for this section** on the **Registration Results** screen. If not, follow the on-screen messages to identify the problem.
- Be sure to go to **My Class Schedule** and verify that you are now registered for this class. Your registration for this course is not complete until it displays on your class schedule.
- You are responsible to pay your tuition and fees by the payment deadline or to drop your unwanted classes.

# Waitlist FAQ's

- 1. Q. What is Waitlist?**  
**A.** The Waitlist allows a student who wants to register in a closed section of a course to use Online Services to place his/her name on an electronic waiting list for an opening.
- 2. Q. Will all sections offer a Waitlist?**  
**A.** Most sections have Waitlisting available. Sections for which Waitlisting is not available are identified in Online Services in the course notes for that section.
- 3. Q. How do I get on a Waitlist?**  
**A.** You can add yourself to a section's Waitlist when you attempt to register into a section that is full. Make sure to register for all desired courses **FIRST** before adding yourself to any Waitlisted course.
- 4. Q. Will Waitlist check for prerequisites?**  
**A.** Yes. If you do not satisfy the prerequisite, you cannot add yourself onto the Waitlist for the section and you will not be eligible to register for that course.
- 5. Q. What is the last day I can add myself to a Waitlist?**  
**A.** Two days before Final Registration begins, is the final day students can add themselves to Waitlists for the semester with hopes of receiving a permission-to-register email, and the day before Final Registration begins, is the final day students on a Waitlist might receive any notification of an available seat. (Waitlisting for Summer I and Summer II ends the day before Summer I Final Registration begins.)
- 6. Q. Does being on a Waitlist for a closed section guarantee me a seat in that section?**  
**A.** No. The only way to guarantee a seat is to register for an open section. Register immediately once you receive the "Permission to Register" notification e-mail.
- 7. Q. How do I monitor where I am on the Waitlist?**  
**A.** Use "Manage My Waitlist" on Online Services.
- 8. Q. How do I know I can register for a section for which I am Waitlisted?**  
**A.** If an opening occurs in a section on your Waitlist and you are first on the Waitlist, you will receive an e-mail letting you know the deadline by which you can register for that section. You are encouraged to check your OCC student e-mail daily.
- 9. Q. What do I do after I receive the e-mail giving me permission to register?**  
**A.** Register for the section via Online Services before the expiration date and time indicated in the e-mail notification.
- 10. Q. If this is the third time taking a course, how do I register for the course if on the Waitlist?**  
**A.** This is called a 3-Peat registration. When you receive permission to register you must register on campus.
- 11. Q. What happens if I do not register before the deadline?**  
**A.** If the deadline passes, you will lose your place on the Waitlist, and the next student on the Waitlist will have an opportunity to register for that section.
- 12. Q. What if I change my mind and want to remove myself from the list?**  
**A.** Go to "Manage My Waitlist" on Online Services to remove yourself from the Waitlist.
- 13. Q. What happens if I drop a section and want to get back into the same section?**  
**A.** If there is a Waitlist, you must place yourself at the end of the Waitlist.
- 14. Q. What if I am deregistered from my classes due to non-payment?**  
**A.** You will need to re-register for your courses, and if there is a Waitlist, you must place yourself at the end of the Waitlist.
- 15. Q. Can I Waitlist into more than one section of the same class?**  
**A.** No. Students can only Waitlist for one section of the same class.

