Oakland Community College

STEP by STEP

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.