

## Course Registration Waitlist Frequently Asked Questions

### 1. What is the waitlist?

When a course reaches maximum capacity and is no longer available for registration, students will have the option to wait-list for that section through CCDConnect. If a seat becomes available, the first student on the waitlist will be notified of the opening via their college-assigned student e-mail account. The open seat will only be reserved for a maximum period of 24 hours. Students are not automatically added and must take action to register within the time allowed, or the open seat will be offered to the next student in the waitlist queue. All courses listed in the class schedule, with the exception of Open Learning courses, will have the waitlist option when all seats are filled.

### 2. Are there restrictions for wait-listing courses?

- Students can wait-list for only one section of the course. For example, students cannot wait-list for ENG 121-001 and ENG 121-002 at the same time.
- Students cannot be registered and wait-listed for the same course. For example, a student registered for MAT 121-009 will not be allowed to wait-list for MAT 121-002.
- All registration restrictions apply (co-requisites, prerequisites, time conflict, and maximum hours).

### 3. What happens when a seat becomes available?

If a seat becomes available, the first student on the waitlist will receive an automated e-mail from the college. Students may have up to 24 hours to register for the course through CCDConnect. It is important to check the college-assigned e-mail account on a consistent and frequent basis to receive notifications of course availability.

### 4. What happens if I don't register within the time allowed?

Students who do not register within the 24 hour window will be dropped from the waitlist and the next student on the waitlist will be notified of the availability. There are no exceptions.

### 5. What is the last day to wait-list?

Students will be able to wait-list until the last day to register. If a seat becomes available on that day, students must register before 11:59 PM. There are no exceptions and faculty will not sign students into a full class, nor will late-registration be allowed after the last day to register. Only students who are officially registered are allowed to attend classes and faculty will not sign students into a full class, nor will late-registration be allowed after the last day to register. For this reason, students are encouraged to register early for best course selection. Refer to the schedule for specific deadline information.

## Waitlist FAQ

### 6. How do I check my status on the waitlist or register once I receive a notification?

A detailed step-by-step guide and instruction video can be found at [www.ccd.edu/waitlist](http://www.ccd.edu/waitlist).

### 7. When is payment due once I register for a waitlisted course?

Tuition and fees can be paid online through CCDConnect or at the Cashier's Office. Tuition and fees must be paid by the published payment deadline. Students should refer to the class schedule for specific payment deadlines. Failure to make payment arrangements will result in being dropped from classes. Re-enrollment will not be allowed.

### 8. If I am wait-listed, will I be able to attend class until a seat opens up?

Only students who are officially registered are allowed to participate in course activities.

### 9. If I wait-list a class, am I guaranteed a seat?

Being on a waitlist does not guarantee students a spot in the class, nor does it guarantee that additional seats will be made available. It is a way for students to wait in line for a possible opening.

### 10. What if I don't get into a class for which I am wait-listed?

- Review your degree progress in DegreeWorks to see if there is another class you can take in the current term and plan on registering for the course early next semester.
- Drop yourself from the waitlist and find another class that is open. You must do this before the last day to register.

**For additional questions, please contact Admissions, Registration & Records at 303-556-2420 or visit us in Confluence 114.**