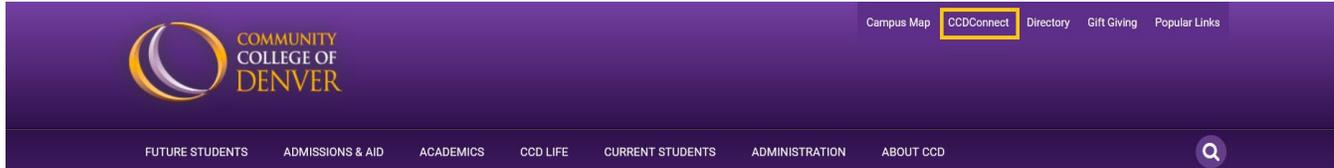


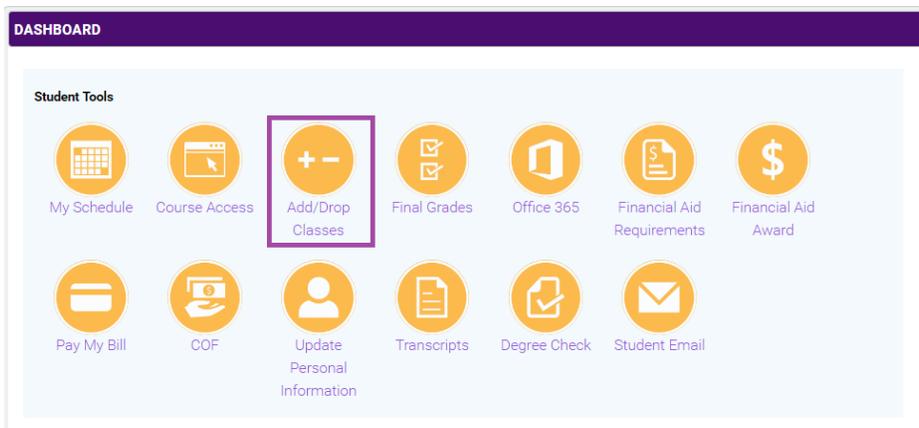


Wait-Listing for a Full Class

1. Login to CCDConnect at www.CCD.edu.



2. Select the Add/Drop Dashboard icon.



3. Select the Term you wish to register for and click **Submit**.

Select Term

Select a Term

4. On the **Add or Drop Classes** page, click **Class Search**

Add Classes Worksheet

CRNs

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

5. If the class is full and closed for registration as shown in the example below, simply note the **CRN** for the closed class and return to the **Add or Drop Classes** page to add your name to the waitlist.

Sections Found

| Biology | | | | | | | | | | | | | | | |
|--------------------------|-------|------|------|-----|-----|-------|--------------------------------|------|-------------------|-----|-----|-----|-----|-----|-----|
| Select | CRN | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | WL | WL | WL |
| | | | | | | | | | | Cap | Act | Rem | Cap | Act | Rem |
| C | 11023 | BIO | 201 | 001 | DAC | 4.000 | Human Anatomy&Physiology I:SC1 | TR | 08:30 am-10:20 am | 22 | 22 | 0 | 99 | 0 | 99 |
| | | | | | | | | TR | 10:30 am-12:00 pm | | | | | | |
| <input type="checkbox"/> | 11024 | BIO | 201 | 01A | DAC | 4.000 | Human Anatomy&Physiology I:SC1 | MW | 12:30 pm-04:00 pm | 24 | 0 | 24 | 99 | 0 | 99 |

6. Enter the CRN and click **Submit Changes**.

Add Classes Worksheet

CRNs

| | | |
|-------|--|--|
| 11023 | | |
|-------|--|--|

Submit Changes Class Search Reset

7. Select **Wait List** under **Action** and submit changes.

Registration Add Errors

| Status | Action | CRN | Subj | Crse | Sec Level | Cred | Grade Mode | Title |
|-----------------------|-----------|-------|------|------|-----------|---------------------|----------------|--------------------------------|
| Closed - 0 Waitlisted | None | 11023 | BIO | 201 | 001 | Undergraduate 4.000 | Standard Grade | Human Anatomy&Physiology I:SC1 |
| | None | | | | | | | |
| | Wait List | | | | | | | |

Add Classes Worksheet

CRNs

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Submit Changes Class Search Reset

8. Waitlist position and status is available on the **Detailed Student Schedule**.

| Status | Action | CRN | Subj | Crse | Sec Level | Cred | Grade Mode | Title |
|------------------------------------|--------|-------|------|------|-----------|---------------------|----------------|--------------------------------|
| **Web Registered** on Apr 06, 2012 | None | 11023 | BIO | 201 | 001 | Undergraduate 4.000 | Standard Grade | Human Anatomy&Physiology I:SC1 |

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Apr 06, 2012 02:08 am

Detailed Student Schedule (by term)

Total Credit Hours: 0.000

Human Anatomy&Physiology I:SC1 - BIO 201 - 001

Associated Term: Summer 2012
CRN: 11023
Status: Wait List on Apr 06, 2012
Waitlist Position: 1
Notification Expires:
Assigned Instructor:
Grade Mode: Standard Grade

- After you receive notification that a seat has been reserved for you, navigate to the **Add or Drop Classes** page and select ****Web Registered**** from the drop down menu and click **Submit Changes** to register for the class.

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|---------------------------|--|-------|------|------|-----|---------------|-------|----------------|--------------------------------|
| Wait List on Apr 06, 2012 | <input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Drop Web"/> <input type="button" value="**Web Registered**"/> | 11023 | BIO | 201 | 001 | Undergraduate | 0.000 | Standard Grade | Human Anatomy&Physiology I:SC1 |

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Apr 06, 2012 02:06 am

Add Classes Worksheet

CRNs