Waitlist FAQ For Students – SPRING 2014

1. **What is waitlisting?**

   Waitlisting is like getting in line to register for sections that are already full. For example, if a person drops from a full course, then the individual at the top of the waitlist will have the first opportunity to register and fill that empty seat.

2. **What sections can be waitlisted?**

   Starting in the spring 2013 semester, waitlisting will be available for most classes at SBVC.

3. **How can I waitlist a section?**

   After you have selected a section to your "Wish List", you have the option of registering or waitlisting the section. Make your selection from the drop-down list to the left of the "Wish List" section. If you try to register for a section that is filled, you will receive a message asking you to select another section or waitlist that selection. If you try to waitlist a section that has not been approved for waitlisting you will receive an error message.

4. **How can I manage my waitlists?**

   From the "Register or Drop" page, you will find a link at the bottom right of the page entitled: "Manage Waitlist". From this page, you can register for waitlisted sections or drop them from your waitlist. This function is also available on the Student Menu page, under 'Registration'.

5. **How do I know my position on the waitlist?**

   When you add yourself to the waitlist, you are given a number and can track your progress through the 'Manage My Waitlist' function in WebAdvisor.

6. **How do I know when I'm at the top of a waitlist?**

   You will know you have been approved to register by receiving an email in your SBVC student email account. ***You should monitor your student email account closely if you are on any waitlists because you only have 48 hours to register once you have been notified.***

7. **When I reach the top of the waitlist, am I automatically enrolled in the class?**

   No. Once you receive notification that you are at the top of the waitlist, you must log in to WebAdvisor and register for the class within the time period listed in the email

8. **Can I add myself to the waitlist of <u>every</u> section of a particular class to make sure I get in to one of them, such as English 101?**

   No. Students can only waitlist for one section at a time of a particular course.

9. **How many students can be waitlisted for any given course?**
   Twenty. Once the waitlist is full, students can only add to the waitlist when a vacancy occurs. A vacancy will occur when a student at the top of the waitlist enrolls in the section, or when a student removes themself from the waitlist.

10. **What other reasons might prevent me from being added to a waitlist?**

    All blocks and holds—including probation and dismissal—apply to waitlists in the same way that they apply to registration.

11. Can I waitlist for a course that has a time conflict with another course for which I am already registered?

Yes, you can add yourself to the waitlist. However, you will not be allowed to register for any course that conflicts with a course for which you are already registered.

12. If I have not met a prerequisite, can I still add myself to the waitlist?

No. You must fulfill any and all prerequisites for a course in order to put yourself on the waitlist for it.

13. Does the waitlist keep offering seats to students after a semester begins?

No. The waitlist system will cease tracking seat openings and alerting students 48 hours before the start of the semester.

14. Are instructors required to add students according to the waitlist ranking once the semester begins?

Not at this time. Instructors are not required to use the waitlist rankings to enroll students once the class begins.

15. What should I do if I'm still on the waitlist, but not registered when the class begins?

You should attend the first class meeting. You must be present for the instructor to consider adding you if there are vacancies. If the instructor agrees to add you, you will be given a Web Authorization Code, which you can use to register for the class in WebAdvisor.

16. If I get to the top of the waitlist for an online class, how am I supposed to "show up to the first day of class" and get an add code from the professor?

Send an e-mail to the instructor asking her or him what the particular "wait list policy" is for that class. Some instructors will not be adding anyone to the class. Some will add some students and e-mail you the add codes. Some will want to see you face to face to add you to the class. But the first step in the process would be for you to send an e-mail to the instructor. Where do you find that e-mail? Point your browser to: http://www.valleycollege.edu/OnlineTrack/uap.php. Find your class and click the link. There you will find information about the class, including information on how to contact your instructor.