

# Wait list FAQ for Students

A wait list system is available to assist you in registering for your classes. If you are trying to register for a class and the class is closed and there is an open wait list, you may place yourself on it. If a student in the class drops and a seat becomes available, you will be notified by an email sent to your CCSF email account. You have 48 hours to register for the class once the email has been sent. If you do not register in that timeframe, you will be removed from the wait list and the next student on the list will be offered the opportunity to register for the class.

It is recommended that you monitor your wait list status daily on your email account and on Web 4 to assure you will not miss your opportunity to register for the class.

It is the student's responsibility to register for the class once notified of the opening and pay the appropriate tuition and enrollment fees associated with the class.

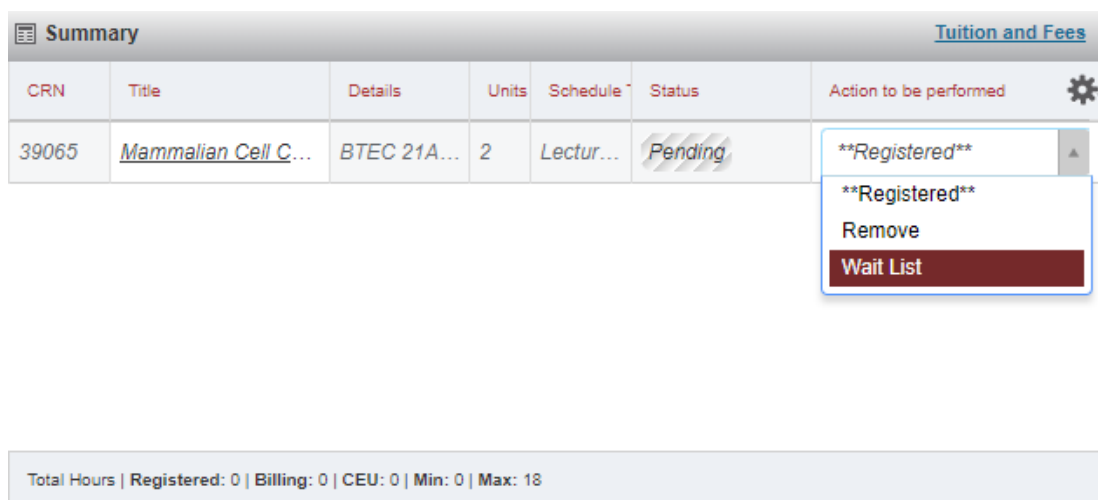
## Frequently Asked Questions

### 1. What is a wait list?

A wait list is a registration option available on Web 4 Online Registration. When a class is closed, prior to the first day of instruction, students may place themselves on the wait list for that class. If seats become available, students are notified by email to register for the class within 48 hours.

### 2. How do I place myself on a wait list?

Using Web 4 Online Registration, go to Add/Drop Classes and attempt to register for the class. If the class is closed and there is room on the wait list, you may add yourself to the wait list (see screen shot below), click on the drop-down menu under "Action to be Performed". You will see three choices: "Registered", "None" and "Wait list". Select "Wait list", then click the "Submit Changes" button at the bottom.

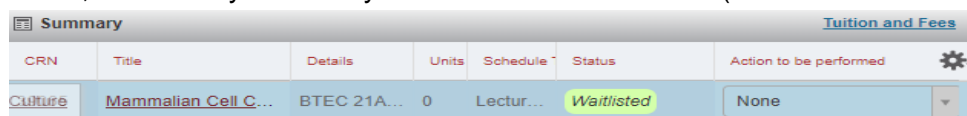


The screenshot displays a table with the following columns: CRN, Title, Details, Units, Schedule, Status, and Action to be performed. A row is shown for CRN 39065, titled 'Mammalian Cell C...', with details 'BTEC 21A...', 2 units, and a 'Pending' status. The 'Action to be performed' dropdown menu is open, showing options: '\*\*Registered\*\*', 'Remove', and 'Wait List'. A 'Tuition and Fees' link is visible in the top right corner of the table area. At the bottom of the page, a summary bar shows: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18'.

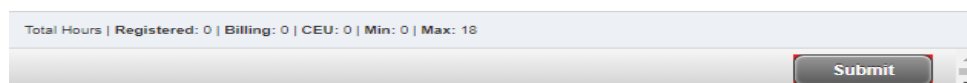
CRN	Title	Details	Units	Schedule	Status	Action to be performed
39065	Mammalian Cell C...	BTEC 21A...	2	Lectur...	Pending	**Registered** **Registered** Remove Wait List

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Once you have been added to the Wait list, look at your current schedule. The "Status" column will say "Wait list", followed by the date you added onto the wait list (see screen shot below).



Summary						Tuition and Fees	
CRN	Title	Details	Units	Schedule	Status	Action to be performed	
Culture	Mammalian Cell C...	BTEC 21A...	0	Lectur...	Waitlisted	None	



Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

**3. What happens if the wait list is full?**

If both the class and the wait list are full, look for another class section that will fit your schedule and add.

**4. Can I place myself on the wait list if there is a time conflict with my current schedule?**

Yes, however, if a space becomes available in the wait-listed course, you will need to decide which course you want. If you want the wait-listed course, you must drop the course causing the time conflict.

**5. Can I place myself on the wait list if I don't meet the prerequisite?**

No. However, if you have taken the prerequisite at another college, you should complete the Prerequisite Challenge process by submitting the appropriate documentation (i.e. transcripts) to the academic department. Approved prerequisite challenges should be returned to the Matriculation Office. Prerequisite Challenge forms can be downloaded from [http://www.ccsf.edu/en/student-services/matriculation\\_services/matriculation\\_servicesforstudents/prerequisite\\_challengeprocess.html](http://www.ccsf.edu/en/student-services/matriculation_services/matriculation_servicesforstudents/prerequisite_challengeprocess.html)

**6. Can I place myself on a wait list for one section of a class and enroll in another section of the same class?**

No. You cannot register or attempt to register for two sections of the same class.

**7. What if the class doesn't have a wait list?**

Not all classes have wait lists. If a class is closed, look for an open section of the same class to add, or go to the first day of instruction with an Add/Drop Form and proof of your Registration Appointment Date. If there is a seat available, the instructor will give you an Add Code. You need to register for the class, using the Add Code before or on the Last Day to Add Classes.

**8. Can I see my position on the wait list?**

Yes. When you first attempt to add the class, the message will indicate how many students are ahead of you on the wait list.

### 9. How do I register in a class when I am on a wait list?

If a seat becomes available, you are notified by an email sent to your CCSF email account to register for the class. You have 48 hours (including Saturdays and Sundays) to register for the class from the time the email is sent to you. **If you do not register within this time frame, you will be removed from the wait list and the seat is given to the next person on the wait list. You will need to choose "Register" from the Action pull down menu and press the Submit Changes button.**

### 10. Are Add Codes still used?

Students who are not registered in a class on the first day of instruction must attend the first day of class and request an Add Code from the Instructor. If there is space available, Instructors will issue Add Codes to students in the order that they appear on the wait list. If there are seats available after the wait list students have been added, or if the class has no wait list, Instructors may issue Add Codes based on the student's Registration Appointment Date.

### 11. What if I don't have an email address?

All students at City College of San Francisco are given a CCSF email account when they apply for admission. Email is accessible by logging in to Web 4 account, click "Student Portal", "myProfile", click "CCSF email/password reset", scroll down to the bottom of the page to find your CCSF email information. You can choose to forward email from Web 4 to an email address of your choice.

### 12. What if I want to remove myself from a wait list?

Go to Add/Drop Classes in Web 4 and drop the class the same way you would if you were registered in the class. If you change your mind and try to place yourself back on the wait list, you will be placed at the end of the list.

### 13. Can I place myself on multiple wait lists?

You can be on multiple wait lists for different classes. But, you can only be on one wait list for one section of any particular course.

### 14. Will I be charged any fees for being on a wait list?

There are no fees charged for being on a wait list. Fees are assessed when you register for the class.

### 15. How many students can be on a wait list?

Typical wait list capacities are 10, but can be larger for certain classes. Once the wait list is full, any students trying to register will get the message "Closed – Wait list Full."

### 16. Can I place myself on a wait list if I am already enrolled in the maximum units allowed?

Yes. However, you will receive an error message if you are notified of an open seat. You will need a counselor's approval to register in more than the maximum units allowed in one semester/session (18 for Fall/Spring semester and 8 for summer session). To register in more than the maximum units, you must obtain the approval form from your counselor and submit in person to the Registration Center, MUB 130B. **Remember you only have 48 hours (including Saturdays and Sundays to add the class then the seat goes to the next person on the wait list. NO EXCEPTIONS!**

**17. What happens if I am on the waitlist when registration ends and the first day of school begins?**

If you are still on the waitlist when the first day of class begins, we encourage you to still show up to the class or contact the instructor. Instructors have a copy of the waitlist that they use when distributing add codes and usually give priority to students who were on the waitlist.