

## Waitlist Process

Students can see that a waitlist is available on a section under the Status column in the Class Search inside the MyJCCC portal. If a section is full, but has an open waitlist, the **Add** button will appear for you to select and add yourself to the waitlist.

Accounting I	ACCT	121	350	3	60086	Krug_David (Primary)	S M T W T F S - Building: Online Course Room:	Onlin...	FULL: 0 of 2... 10 of 10 wait...	Add
Accounting I	ACCT	121	351	3	60087	Krug_David (Primary)	S M T W T F S - Building: Online Course Room:	Onlin...	FULL: 0 of 2... 10 of 10 wait...	Add

Select **Add** to place the course in your summary and select **Agree and Submit**. You will get an 'Error Preventing Registration' status due to the course being full. You will also see a box appear in the upper right-hand corner that shows how many students are on the waitlist. This example show 0 students are on the waitlist.

ACCT 121 CRN 60086: Closed - 0 Waitlisted

If the **Add** button is not available, this indicates the class and the waitlist are full.

FULL: 0 of 25 seats remain.

0 of 10 waitlist seats remain.

Add

If the **Add** button is not available, but a seat displays as open, the open seat is reserved for a waitlisted student only and the waitlist remains full.

1 of 18 seats remain.

0 of 10 waitlist seats remain.

Open Seats Reserved for Waitlisted Only.

Add

For open seats on the waitlist, select **Wait List** from the dropdown menu, then **Agree and Submit**.

Summary							<a href="#">Tuition and Fees</a>
Title	Details	Hour	CRN	Schedule T	Status	Action	
<a href="#">Accounting I</a>	ACCT 121, 3...	3	60086	Lecture...	Errors Preventi...	<input type="text" value="Remove"/> <ul style="list-style-type: none"> <li>Remove</li> <li>**Web Register**</li> <li style="background-color: #4a7ebb; color: white; padding: 2px;">Wait List</li> </ul>	

This will reserve a seat for you on the waitlist.

Summary							<a href="#">Tuition and Fees</a>
Title	Details	Hour	CRN	Schedule T	Status	Action	
<a href="#">Accounting I</a>	ACCT 121, ...	0	60086	Lectur...	Waitlisted	<input type="text" value="None"/>	

Students can view their Waitlist Position on the **Schedule Details** tab.

📅 Schedule | ☰ **Schedule Details**

Class Schedule for Credit Summer 2018

▼ [Accounting I](#) | Accounting 121 Section 350 | **Class Begin:** 06/04/2018 | **Class End:** 07/29/2018 Waitlisted

06/04/2018 -- 07/26/2018 S M T W T F S - **Location:** Main Campus **Building:** Online Course **Room:** None

**Instructor:** [Krug, David](#) (Primary)  
**CRN:** 60086

**Message:** Wait List | **Hours:** 0 | **Level:** Credit-Undergraduate | **Campus:** Online College | **Schedule Type:** Lecture/Demonstration |  
**Instructional Method:** Online | **Grade Mode:** Normal | **Waitlist Position:** 1 | **Notification Expires:** None

When an open seat becomes available, you will receive a notification in your MyJCCC email. This information will **NOT** display in your Canvas email. Once you receive a waitlist notification email, you will have twenty-four (24) hours to enroll in the waitlisted course. Follow the directions in the email to go from **Waitlisted** to **Web Registered** status. If you no longer want the course you waitlisted for, please log in and drop the waitlisted course so that the next person on the waitlist will receive notification.

*Below is an example of an email notification that students will receive from the Records Office once a seat becomes available.*

---

**SUBJECT: Waitlist Notification for 60086**

A seat is now available in the following section for which you placed yourself on the waitlist:

60086 ACCT 121  
Accounting I

You are the next person on the waitlist, so you may now register for this section. Use the 'Add/Drop Classes' link in the MyJCCC Portal and select **\*\*Web Register\*\*** from the Action drop down menu, then click Agree and Submit.

You have twenty-four (24) hours from the time this message was sent to do so. If you do not enroll in this section within 24 hours, you will be dropped from the waitlist and this seat will be offered to the next person on the list. This timeframe will be much shorter on the final day of waitlist enrollment, see important note below.

**IMPORTANT NOTE:** Waitlist enrollment will be closed from 6 to 9 p.m. each semester on the payment deadline and will reopen at 9 p.m. on the same evening. (See [www.jccc.edu/calendars](http://www.jccc.edu/calendars) for payment deadline). All waitlist reservations will be deleted the next day at 9 p.m. If an email notification is received during this time, the 24-hour timeframe to enroll in the class will not apply and students may have a much shorter timeframe to enroll. Therefore, on day after the payment deadline waitlist students who wish to enroll must do so before 9 p.m. regardless of when the notification was sent.

---