

How to Use Waitlisting during Registration

Waitlisting allows you to get 'in line' for courses that are full. This feature sends an automated notification to your WCTC email when a spot opens up and it is now your turn to register for the class.


Identifying if a course has a waitlist:

- Log into [MyWCTC](#) and select Register for Classes
- Select a term and click continue
- Search for a course
- Full courses are identified by the red exclamation point
- Course with waitlist will have a blue triangle and list how many waitlist seats remain


<u>Business Finance</u> Discussion	Accounting	107	001	3	23090	Sprin...	Igl, Anthony (Prim...	S M T W T F S	06:00 PM - 08:50 PM	Pe v...	 FULL: 0 of 12 seats remain.  99 of 99 waitlist seats remain.	Add
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Adding yourself to a waitlist:

- Once you have identified the waitlist you want to add yourself to, select Add

<u>Business Finance</u> Discussion	Accounting	107	001	3	23090	Sprin...	Igl, Anthony (Prim...	S M T W T F S	06:00 PM - 08:50 PM	Pew...	 FULL: 0 of 12 seats remain.  99 of 99 waitlist seats remain.	Add
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- In the Summary section, select Waitlisted and then click Submit

Summary						Tuition and Fees
Title	Course Number	Cred	CRN	Status	Action	
<u>Business Finance</u>	101 107, 001	3	23090		Waitlisted	
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 99.999						
<input type="checkbox"/> Conditional Add and Drop						Submit

- Your status will then update to Waitlisted

Summary						Tuition and Fees
Title	Course Number	Cred	CRN	Status	Action	
<u>Business Finance</u>	101 107, 001	0	23090	Waitlisted	None	
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 99.999						

