

## 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

<b>Business Finance Discussion</b>	Accounting	107	001	3	23090	Sprin...	Igl, Anthony (Prim...	S   M   T   <b>W</b>   T   F   S	06:00 PM - 08:50 PM	Pew...	<b>FULL: 0 of 12 seats remain.</b> ▼ 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

<b>Business Finance Discussion</b>	Accounting	107	001	3	23090	Sprin...	Igl, Anthony (Prim...	S   M   T   <b>W</b>   T   F   S	06:00 PM - 08:50 PM	Pew...	<b>FULL: 0 of 12 seats remain.</b> ▼ 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		
<b>Business Finance</b>	101 107, 001	3	23090	<i>Pending</i>	<b>Waitlisted</b>		
Total Hours   Registered: 0   Billing: 0   CEU: 0   Min: 0   Max: 99.999						<input type="checkbox"/> Conditional Add and Drop <b>Submit</b>	

- Your status will then update to Waitlisted

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

