

WAITLIST INFORMATION

The waitlist is not a new feature at the College, but the options and the rules have changed. If a class is full, but has a waitlist, you can add yourself to the waitlist and as seats open up, students on the waitlist will be automatically enrolled. When you add yourself to the waitlist, you are given a position number. Students are enrolled in open seats based on their position number. The lower your number is on the waitlist, the greater your opportunity is to be enrolled in the class.

WAITLIST FREQUENTLY ASKED QUESTIONS

What is the advantage of enrolling to a waitlist?

The waitlist enables you to be auto-enrolled in closed classes as seats become available.

How many classes can I waitlist for?

You may add yourself to any number of waitlists, but you will not be allowed to enroll in and waitlist in more than the maximum number of units for the term. For example, for the fall term, the maximum number of units allowed is 16; therefore, your combined enrolled and waitlist units can't exceed 16.

Can I waitlist in more than one section of the same class?

Yes, you can waitlist for multiple sections of the same class. Once you have been enrolled in one section of a class, you will be removed from the waitlists for all other sections of that class. If you are already enrolled in one section of a class, you may waitlist for additional sections, but you will not be enrolled from the waitlist until you drop the section that you are enrolled in.

I was in position number 1 on a waitlist, why wasn't I enrolled when a seat opened?

The requirements to be moved off of a waitlist are the same as standard enrollment:

- You will not be enrolled from the waitlist if you are already enrolled in another section of the same class.
- You will not be enrolled in a class if it conflicts in meeting times with another class in which you are enrolled.
- You will not be enrolled in more units than permitted in the term.
- You will not be enrolled if you have not met the prerequisites for that class.
- You will not be enrolled if you have any registration holds, i.e. Financial, Library, PE etc.

Can I take myself off of a waitlist?

Yes, you may remove yourself from a waitlist by following the same process as to drop a class.

What is the first day I can get on a waitlist?

Waitlists are only available once the class has reached its enrollment capacity. For high-demand classes, this may be the first day of registration or for other classes as late as the last week of registration.

Once I am on the waitlist, how do I get into the class?

If seats become available and you meet all of the requirements, you will be added automatically to the class based on your waitlist position number. If you are successfully enrolled from the waitlist, you will see the change in your “My Schedule” in your Student Center.

Can I waitlist for a class that conflicts in meeting times with a class that I’m already enrolled in?

Yes, you can waitlist for time conflicted classes, but you will not be moved off of the waitlist until the time conflict has been resolved.

Where can I find my waitlist position number?

In your class schedule, there is a checkbox to show waitlisted classes – if you check this box, you will see classes that you are waitlisted for, and your position number.

What if I decide that I no longer want to take a class that I have waitlisted?

It is your responsibility to remove yourself from the waitlist. If you have been enrolled from the waitlist and do not wish to take the class, it is your responsibility to drop the class before the last day to drop with refund, or you may still be accountable for the class.

What happens if I am added to a class from a waitlist after I have paid fees for other classes that I enrolled in?

Your account in your Student Center will reflect the additional enrollment fees. Log into your MyGCC Student Center and click on Account Inquiry. These fees must be paid immediately.

If I am already enrolled in NelNet payment plan, how might enrolling in an additional class via the waitlist impact my payment plan?

Any additional enrollment fees and charges not included in your initial budget and plan will need to be added. You need to let the Tuition Office know of any changes to your enrollment or fees for the added class will be due immediately.

If I have Financial Aid, how will adding a class to my schedule from the waitlist impact my aid?

The enrollment fees will be waived as long as you have been awarded the BOG grant. If you are automatically enrolled through the waitlist process, the enrollment will be complete prior to the last day to add a class and your Financial Aid awards will be adjusted accordingly. However, if you are given a “permission code”, you must add the course either online or in person prior to the last day to add a class or your Financial Aid will not be adjusted. We suggest that you contact the Financial Aid office if your units increase or decrease any time during the term.