

# How to be added to a Waitlist

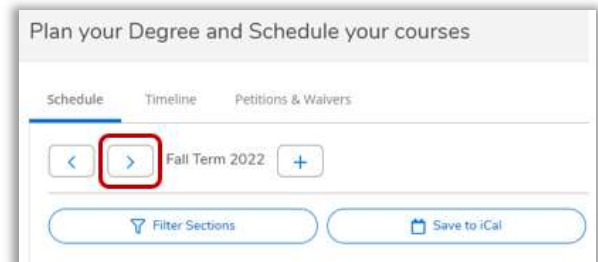
This guide will cover the steps for adding yourself to a waitlist using Self Service when a class is at capacity.

## Adding yourself to a Waitlist

1. Log into [my.clackamas.edu](http://my.clackamas.edu) with your CCC username and password
2. Select **Self Service** in the Start Here menu on the left-hand side
3. Select **Student Planning**
4. Select **Go to Plan & Schedule**

Depending on the term, you may need to click the right arrow to view the appropriate term.

5. Once you've located the course, review the numbers listed in the **Seats** column under the course and section.






Selecting a Term


- The first number indicates how many seats are currently available.
- The second number indicates the total class capacity.
- The third number indicates how many students are already on the waitlist for this section of this class.

6. Check to see if there are other sections of the same course.
7. If no other sections meet your scheduling needs, click the **Add Section to Schedule** button.
8. Confirm the information in the Section Details and click **Add Section**
9. At the top of the screen, click **Academics** and select **Register for Classes**.
10. Locate the course and click the **Waitlist** button.


Check your CCC email daily for updates. If you are allowed into the course, you have 48 hours to from the time of the email to register.


| Course  | Section   |
|---|---|
| <a href="#">WR-121-01</a>   |   |
|  \$      |   |
| English Composition   |   |
| Seats  | Days and Times                                    |
| <b>0 / 20 / 3</b>   | M/W 10:00 AM - 11:50 AM<br>9/26/2022 - 12/10/2022 |
| <i>Available / Capacity / Waitlist</i>  |   |

[WR-121-01: English Composition](#) 

 **Planned**

Credits: 4 Credits  
Grading: Graded  
Instructor: Sean P. Warren  
9/26/2022 to 12/10/2022  
Waitlisted: 3

 Meeting Information

 **This section is full**

# Waitlist FAQs

## **What are my chances of getting into a course if I am on a waitlist?**

It depends. Sometimes students register and then drop a class before the term begins. If you are near the top of the waitlist, it is more likely that you'll be allowed in. If you are near the bottom of the waitlist, your chances are much less likely.

## **Can I be on a waitlist if there is time conflict on my schedule?**

No, you cannot be on a waitlist if there is a time conflict with another registered or waitlisted course.

## **Can I be on multiple waitlists for the same course?**

No.

## **Can I register or be on a waitlist for a course if I haven't met the required placement test scores and/or the course prerequisite(s)?**

No, you cannot register or be waitlisted for a course if you have not met or are not in progress towards successfully completing the prerequisite(s) for that course.

**How will I know if I am allowed into a waitlisted course?** If you are on a waitlist for a class, check your CCC student email daily. If a spot opens up, you will get a notification to your student email account with the subject *Waitlist Invitation*. You will have 48 hours from the time the email was sent to register for the class.

**Note:** If you do not register for the class within 48 hours of the notification email, the next student on the list will be contacted.

The waitlist notification process stops the Friday before the term begins. After that, you will need to contact the instructor directly to see if there is space available in the class. See the instructions in our *Late Registration Process* guide for more information.

## **What if I don't get into a course for which I am waitlisted?**

If you do not get into a course for which you are waitlisted, you have the following options:

- Take the course another term.
- Drop yourself from the waitlist and find another course to take that has seats available
- Attend the first day of class and attempt to get placed into the course through instructor permission. You will need to speak with the instructor for further instructions. If it's an online course, you can email your instructor regarding your waitlist status, to ask if space is available. If a registered student does not show up to the first full week of the course, the instructor can offer that seat to someone else and will use the waitlist order to determine who should be added to the course.

**How late can I be added to a waitlist and still be moved into a course?** The waitlist notification process stops the Friday before the term begins. After that, you will need to contact the instructor directly to see if there is space available in the class. For detailed instructions, please refer to the *Late Registration Process* guide for more information. If the instructor gives you permission to add the course, **you must forward their email consent to [registration@clackamas.edu](mailto:registration@clackamas.edu)**. Registration will register you for the course and send a registration confirmation email to your student email account.