

## HOW TO WAIT LIST A CLASS

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List. **Students cannot be added to a wait list IF:** (1) it is prior to a student's registration appointment; or (2) the student is already enrolled, or on a wait list for another section of the same class; or (3) the wait list is full; or (4) the class has started. Students are added to the wait list for a class on a first-come, first-served basis. As seats become available, students are automatically added to the class in which they are wait-listed.

### **INSTRUCTIONS:**

1. See the earlier sections on *Signing On To WebSTAR and Register*.
2. To determine if there are Wait List slots available for a class go to *Look Up Classes to Add*. Select the term and click Submit, Select the Subject and enter the course number (example: select English and 101 for course number). Look at the Wait List numbers under the WL columns. Scroll down and click register.
3. Input the CRN of the class you wish to Wait List.
4. Click on **Submit Changes**.
5. Click on the *Action Box* and select Wait Listed. (Note under Status it will list how many students are on the Wait List.)
6. Click on **Submit Changes**.
7. You will receive an email through your IVC email address if you clear a Wait List and are able to register for the class. Check your emails **daily** as you will only have **24 hours only to register** for the class once you clear the Wait List.
8. To drop a Wait Listed class go to the *Add/Drop Classes* section. Click on the *Action Box* and select *Drop No "W" with a refund*.
9. Click on **Submit Changes**.

**Students will not be added to a class IF:** (1) the class will cause a time conflict with another class on the student schedule; or (2) the class will cause the student to go over the maximum number of units allowed; or (3) another section of the same course is already on the student schedule; or (4) the student has a HOLD which prohibits registration. The student will be billed immediately once the student has been successfully moved from the wait list into the class and an email notice will be sent to the IVC student email address. Students are responsible for all fees generated from added classes.

The Wait List is only active up to the first day of the semester, after this point an Add Authorization Code from the instructor is required.

## HOW TO REGISTER FOR A CLEARED WAIT LISTED CLASS

1. Click on WebSTAR and log in.
2. Click on **Student Services Menu**.
3. Click on **Registration**.
4. Click on **Add/Drop Classes**.
5. Select term and click **Submit**.
6. On the Add/Drop Classes page, find the course in which you are Wait Listed.
7. Click in the drop down Action Box next to the Wait Listed course and select **\*\*Registered via Web\*\***
8. Scroll down and click on Submit Changes. The Wait Listed Class will now show as **\*\*Registered via Web\*\***
9. **IMPORTANT:** When done click Submit Changes again or changes will not be saved.