

WAIT LIST PROCEDURES

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 given the option via email to add 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 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.

ADD AUTHORIZATION CODES

An Add Authorization code is required to register beginning on the first day a class meets whether it is filled or open. Codes may not be input (used) until the first day the class meets.

Add authorization codes are four-digit numerical codes available only from the instructor of the individual class section. Each code may be used by one student only to register for that specific class. Students should attend the first class meeting to request a code. If one is granted, **the student to whom it is assigned must input it in WebSTAR to register. Use of Add Authorization code by any other student will be grounds for disciplinary action.** Use the code as soon as you obtain it; do not wait until the last day to register. If you encounter a problem, you may not be able to resolve it before the deadline. **ABSOLUTE DEADLINE FOR FULL-TERM CLASSES: Saturday, August 31.**

INSTRUCTIONS:

1. See the earlier sections on *Signing On To WebSTAR and Register or Add Classes* for step-by-step instructions for using WebSTAR. **(Continued on next page.)**