

WAITLIST FAQ's

Q. WHAT IS A WAITLIST?

A. When a course is full, a waitlist is created to facilitate registration for open spaces that may occur. The waitlist allows students an opportunity to get into a class that is full but could have space become available before the course begins. The waitlist will record the time and date that the student placed his/her name on the waitlist and students will be notified via e-mail of open spaces in that order.

Q. WHAT COURSES HAVE A WAITLIST?

A. All 15-week courses are set up for waitlisting as of Spring 2013.

Q. DO I HAVE LIMITATIONS WHEN WAITLISTING FOR COURSES?

--Students can waitlist for **only one** section of the same course. For example, students cannot waitlist for BIO 204.001 and BIO 204.002.

--Students cannot register for a course and waitlist for a different section of the same course.

--A student's schedule cannot exceed 18 credit hours, including both the waitlisted and enrolled courses combined. Students who wish to exceed the 18 credit hour maximum must meet with an academic advisor to request approval. This must be done prior to wait listing for a class.

Q. HOW DO I WAITLIST?

Students can waitlist online in their "The Rock" account if a course is full and has a waitlist option.

The following steps must be completed in order to be placed on a course waitlist:

☒ Log into The Rock with your student ID and password.

☒ Click on the "Student" tab.

☒ Click on "Add/Drop Courses" under Registration Tools.

☒ Select Term.

☒ Enter the course information (CRN) and click on "Submit Changes"

☒ If the course is full, the following screen will appear (see right).

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None	21873	BIO	204	001

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

- ✘ Select “Wait List” on the drop down menu. You MUST click on “Submit Changes” again.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None	21873	BIO	204	001

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

- ✘ If completed correctly, the following screen will appear:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Wait List on Jul 10, 2012	None	21873	BIO	204	001

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 10, 2012 10:22 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Q. WHAT HAPPENS WHEN A SPACE BECOMES AVAILABLE?

A. If space becomes available; students will be given the opportunity to register themselves in the course in the order placed on the waitlist. Notification of this opening will be sent to the **student’s RRCC email address only** and will provide students with a **24-hour window of time** to register themselves in the opening before the system moves onto the next student. If a student does not register for the course within the 24-hour window, he/she will be dropped from the waitlist and the next student on the waitlist will receive a notification email. **Students are responsible for monitoring their RRCC e-mail account, registering themselves within the given window of time, and paying any additional tuition and fees by the payment deadline.**

Q. HOW DO I REGISTER ONCE I RECEIVE A WAITLIST NOTIFICATION?

- ☒ Log into The Rock with your student ID and password.
- ☒ Click on the “Student” tab, choose “Registration Menu” and then “View/Print Detailed Student Schedule (by term)”.
- ☒ You will see your waitlist position as 0 and the expiration date to register for the course.

Detailed Student Schedule (by term)

Total Credit Hours: 0.000

Microbiology: SC1 - BIO 204 - 001

Associated Term:	Fall 2012
CRN:	21873
Status:	Wait List on Jul 10, 2012
Waitlist Position:	0
Notification Expires:	Jul 10, 2012 11:48 am
Assigned Instructor:	
Grade Mode:	Standard Grade
Credits:	0.000
Level:	Undergraduate
Campus:	RRCC Lakewood Campus

- ☒ Click on Add/Drop Courses.
- ☒ Click on the drop-down menu next to the course and “Web Registered” and “Submit Changes”.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Wait List on Jul 10, 2012	None None Drop Web **Web Registered**	21873	BIO	204	001

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 10, 2012 12:29 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

Q. HOW LATE CAN I WAITLIST FOR A COURSE?

A. Students can waitlist online or at the admissions office for courses until Friday, January 25, 2013.

Q. WHAT IS THE LAST DAY I WILL BE NOTIFIED ABOUT AN OPENING?

A. Notifications for openings will continue until Friday, January 25, 2013. However, students will only have until 11:30 p.m. that day to add themselves to the course.

Q. HOW CAN I CHECK MY STATUS ON THE WAITLIST?

A. Students will be able to view their position in a waitlisted course through The Rock. Click on the *Student* tab, under *Registration Tools*, click the *Waitlist Status* link.

Q. HOW DO I REMOVE MYSELF FROM THE WAITLIST?

A. Students can remove themselves from the waitlist through The Rock. Click on the *Student* tab, under *Registration Tools* select the *Add or Drop Classes* link. Select "Drop Web" and "Submit Changes".

Add or Drop Classes

- If you have not registered for a course in more than 12 months, please check your [Registration Status](#) before you continue. If your status is Inactive, you will not be able to register until you submit an [Application](#).
- To apply for the College Opportunity Fund (COF) stipend, please [click here](#).
- To authorize the COF stipend, please [click here](#).
- To search for a class, click on the Class Search button.
- You must click the "**SUBMIT CHANGES**" button to record all changes.
- **To add** a class, enter CRN in the Add Class box below and click "**SUBMIT CHANGES**".
- **To drop** a class:
 - Read important [financial aid information](#).
 - Click on action menu next to the CRN.
 - Select "**DROP WEB**" and click "**SUBMIT CHANGES**". *If no options appear, it is not available.*
 - Click on [View Detailed Student Schedule](#) link to print a copy and confirm your registration.

By submitting my registration request I hereby state that I will be responsible academically and financially for these classes, that I have re

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Jul 19, 2012	None None Drop Web	21873	BIO	204	001	Undergraduate	0.000	Standard	Grade	Microbiology: SC1

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 19, 2012 01:07 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Q. I'M AT THE TOP OF THE WAITLIST, SHOULD I ATTEND THE FIRST DAY OF CLASS?

Students are encouraged to talk to the instructor regarding the likelihood of getting into the course and the related need to attend the class. If you do eventually enroll in the course, you will be held responsible for the information and material covered from the beginning of the semester. Because of this, instructors may ask you to attend so that in the event a spot does become available, you will not have missed any material. In other cases, instructors may wish to only have students actually enrolled in the course attend the class.

Q. WHAT IF I DON'T GET INTO A CLASS FOR WHICH I AM WAITLISTED?

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

1. Take the class another term.
2. Drop yourself from the waitlist and find another class to take that has spaces available.

For further information, please contact the Admissions Office at admissions@rrcc.edu or 303-914-6360.