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?

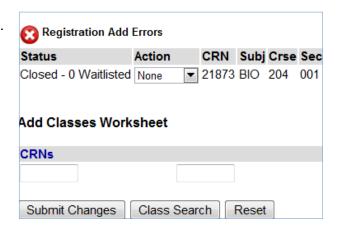
- --Students can waitlist for **only one** section of the same course. For example, students cannot waitlist for BIO 204.001 and BIO 204.002.
- --Students cannot register for a course and waitlist for a different section of the same course.
- --A student's schedule cannot exceed 18 credit hours, including 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?

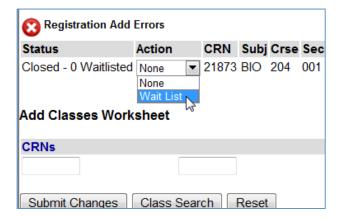
Students can waitlist online in their "The Rock" account if a course is full and has a waitlist option.

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

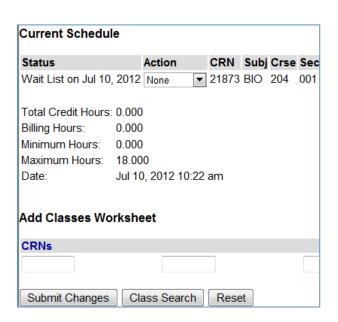
- Log into The Rock with your student ID and password.
- Click on the "Student" tab.
- Click on "Add/Drop Courses" under Registration Tools.
- Select Term.
- Enter the course information (CRN) and click on "Submit Changes"
- If the course is full, the following screen will appear (see right).



Select "Wait List" on the drop down menu. You MUST click on "Submit Changes" again.



If completed correctly, the following screen will appear:

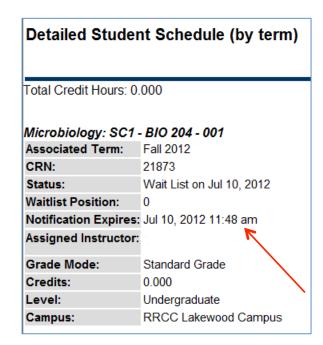


Q. WHAT HAPPENS WHEN A SPACE BECOMES AVAILABLE?

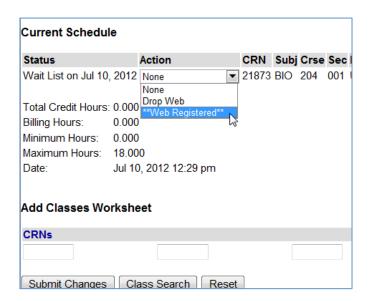
A. If space becomes available; students will be given the opportunity to register themselves in the course in the order placed on the waitlist. Notification of this opening will be sent to the <u>student's RRCC email address only</u> and will provide students with a <u>24-hour window of time</u> to register 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?

- 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.



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



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?

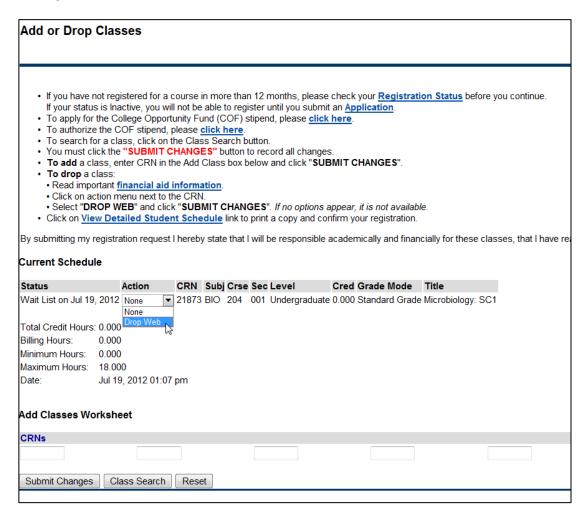
A. Notifications for openings will continue until Friday, January 25, 2013. However, students will only have until 11:30 p.m. that day to add themselves to the course.

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".



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.