How to Add Yourself to a Waitlist

Some academic departments offer waitlists for their classes when the class becomes full. To add yourself to a class's waitlist, follow the instructions below. This document presumes that you already know how to navigate through **Class Search** and how to register for classes.

1. From the **Class Search** results page, locate the class that you wish to add yourself to the waitlist for; this tutorial will use ARC 1302C Architectural Design II as the example:

# VAL	ENCIA	OLLE	GE											* 3	Charli Atla
<u>Student</u>	• <u>Regis</u>	tration	<u>Select a Term</u> + R	egister for	Classes										
Register	for Class	es													
Find Classes	Enter GRN	s Plans	Schedule and Options												
Search Res Term: Summe	ults — 270 Cla er 2024 Credit (sses Courses Terr	n Options (Blank= All): H2 06/18/202	14 - 07/30/2024										Se	arch Again
CRN 0	Subject 0	Course Nuff	t Title	0 Hours	Campus	Meeting Times			Status		Instructional Methods	Instructor	Linked Sections	Add	<i>\$</i> . ^
32401	ARC	1201C	Theory of Architecture	2	West Ca	SMTWTF	5 - Type: Online Buil	Iding: Online Room: Nor	1 of 25 seats re 3 of 10 waitlist V Open Seat	nain. eats remain. Reserved for Waitlisted Only.	Online Course	Joshua (PREFERS: Josh.) Tre		Add	
31271	ARC	1302C	Architectural Design II	4	West Ca	SMTWTF	s 02:00 PM - 04:40 P	PM Type: Class Building:	9 FULL: 0 of 10 of 10 w	6 seats remain. Uist seats remain.	Mixed Mode	Joshue (PREFERS: Josh.) Tre		Add	
32856	ARC	1302C	Architectural Design II	4	West Ca	8 M T W T F	0 T 10 T 12 S 00:00 PM - 08:40 PM Type: Real Time Virtu 9 1		FULL: 0 of 10 of 10 w	5 seats remain. Hist seats remain.	Real Time Virtual	Vasillios Vervitas (Primary) Aatia Mohammed		Add	
31710	ARC	2180C	Intro to Digital Architecture	3	West Ca	SMTWTF	8 M T W T F 8 - Type: Online Building: Online Room: Nor			5 seats remain. ist seats remain.	Online Course	Carlos Pomoso Arias (Primary)		Add	
31881	ARC	2461	Matrials and Methds: Construt	4	West Ca	SMTWTF	s u T u T F S - Type: Online Building: Online Room: Nor		2 of 25 seats re 10 of 10 waitle	nain. seats remain.	Online Course	Kourtney Baldwin (Primary)		Add	
33279	ARC	2461	Matrials and Methds: Construt	4	West Ca	SMTWTF SMTWTF	8 - Type: Online Buil 5 - Type: Online Buil	Iding: Online Room: Nor Iding: None Room: None	FULL: 0 of 10 of 10 w	5 seats remain. tlist seats remain.	Online Course	Kourtney Baldwin (Primary)		Add	
									G FULL: 0 of	5 seats remain.				_	¥
0 Schedule	II Schedule	Details							-	III Summary					Juition and Fees
Class Schedule	for Summer 20	24 Credit Cou	rses												
6am	Sunday		londay Tuesday	Wedne	sday	Thursday	Friday	Saturday	-	No registered or pending classes.					
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Ram									-	•					
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11 ano															
120m															
. 25.00									~	Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0	Max: 0				
Panels +											_		Conditiona	Add and Drop 0	Bubmit

2. Both sections of ARC 1302C Architectural Design II are full but offer waitlists:

Register for Classes

F	ind Classes	Enter	CRNs	Plans Schedule and Option	ns									
S T	iearch Results — 270 Classes erm: Summer 2024 Credit Courses Term Options (Blank= All): H2 06/18/2024 - 07/30/2024													
	CRN ¢	Subject≎	Course∜Nu	Title \$	Hours	Campus	Meeting Times	Status	Instructional Methods					
	32401	ARC	1201C	Theory of Architecture	2	West	SMTWTFS - Type: Online Building: Online R	1 of 25 seats remain. 3 of 10 waitlist seats remain. V Open Seats Reserved for Waitlisted Only.	Online Course					
l	31271	ARC	1302C	Architectural Design II	4	West	SMTWTES 02:00 PM - 04:40 PM Type: Class	 FULL: 0 of 26 seats remain. 10 of 10 waitlist seats remain. 	Mixed Mode					
l	32856	ARC	1302C	Architectural Design II	4	West	SMTWTFS 06:00 PM - 08:40 PM Type: Real T	 FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain. 	Real Time Virtual					
	31710	ARC	2180C	Intro to Digital Architecture	3	West	SMTWTFS - Type: Online Building: Online R	 FULL: 0 of 25 seats remain. 4 of 10 waitlist seats remain. 	Online Course					

3. Click the Add button next to the class section you wish to be added to the Waitlist for:

31271	ARC	1302C	Architectural Design II	4	West	S M T W T F S 02:00 PM - 04:40 PM Type: Class	FULL: 0 of 26 seats remain. V 10 of 10 waitlist seats remain.	Mixed Mode	Click Add next to the class section you wish	Add
32856	ARC	1302C	Architectural Design II	4	West	SMTWTES 06:00 PM - 08:40 PM Type: Real T	 FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain. 	Real Time Virtual	to be added to the Waitlist for	Add

4. The Waitlist class will be added to your **Summary** area:

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<u>Student</u>	• <u>Reg</u>	istratior	• <u>Select a Term</u>	• Reg	ister for	Classes														
Register	r <mark>for Cl</mark> a	isses																		
Find Classe	s Enter	CRNs	Plans Schedule and Option	ns																
Search Re Term: Summ	esults — 27 ner 2024 Cre	0 Classes dit Courses	Term Options (Blank= All): H2	06/18/2024 -	07/30/2024														Sear	h Again
CRN 0	Subject [©]	CourseNu	Title 0	Hours	Campus	Meeting Time	•		Status				Instructional Meth	ods		Instructor	Linked Sections		Add	* .
32401	ARC	1201C	Theory of Architecture	2	West	SMTWT	FS - Type: Online	Building: Online R	1 of 25 se 3 of 10 wa V Open	ats remair ittiist seats Seats Res	in. Is remain. Iserved for Wait	listed Only	Online Course			Joshua (PREFERS: Jos			Add	
31271	ARC	1302C	Architectural Design II	4	West	SMTWT	F S 02:00 PM - 04	:40 PM Type: Class	O FULL: V 10 of 1	0 of 26 se 10 waitlist	eats remain. t seats remain.		Mixed Mode			Joshua (PREFERS: Jos				
32856	ARC	1302C	Architectural Design II	4	West	SMTWT	s M T W T F S 06:00 PM - 08:40 PM Type: Real T			T O of 10 waitlist seats remain.		Real Time Virtual	1	he Waitlis	st class will be added to	your Summary area		Add		
31710	ARC	2180C	Intro to Digital Architecture	3	West	SMTWT	FS - Type: Online	e Building: Online R	9 FULL : 7 4 of 10	0 of 25 se 0 waitlist s	eats remain. seats remain.		Online Course			Carlos Pompeo Arias (P			Add	¥
🗂 Schedule	I≣ Sche	dule Details							-	• s	Summary								1	uition and Fees
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6am	Sunday	h	tonday Tuesday	Wedne	sday	Thursday	Friday	Saturda	1	^ 312	271 ARC 1	302C, 0	Architectural Design II	4 Cl	assroom S.	Mixed Mode	Pending	Registe	red Via We	b v
7am																				
8am																				
9am																				
10am																				
11am										V Tota	tal Hours Registe	red: 0 Billin	g: 0 CEU: 0 Min: 0 Max: 0				C Constituent			Culture

5. In the **Summary** area, click on the **Action** drop-down next to the class that has the Waitlist, select

١	Wait Listed and click the button:													
1	🗉 Summar	у												
	CRN	Details	Title	Hours	Schedule Type	Instructional M								
	31271	ARC 1302C, 0	Architectural Design II	4	Classroom S	Mixed Mode								
4														

Submit

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d Via Web
p B Submit

6. You will receive a **Save Successful** registration message on the upper right of the page and the class's **Status** will be **Waitlisted**:

# VA	LENC	CIACC	OLLEG	E												*	٩	Charli Atlas
Student	• <u>Re</u>	<u>gistrati</u>	<u>on • Se</u>	elect a Terr	<u>n</u> • 1	Register f	for Classes								Save Succe	ssful		
Registe	er for C	lasses																
Find Class	es En	er CRNs	Plans	Schedule and O	ptions													
Search F Term: Sum	Results — : imer 2024 C	268 Classes redit Course	s es Term Opt	ions (Blank= All):	H2 06/18/2	1024 - 07/30/20	024										(Search Again
32401	ARC	1201C	Theory of Ar	chitecture	2	West	SMTWTFS	- Type: Online Buildi	ling: Onlin 3 of	25 seats re 10 waitlist Open Seat	Online Cour	50			You will receive a Sa Successful message	ve		Add
31271	ARC	1302C	Architectura	Design II	4	West	SMTWTFS	02:00 PM - 04:40 PM	Type: Cla 💡	FULL: 0 of 2 10 of 10 wa	Mixed Mode				in the Summary area will show Waitlisted			
32856	ARC	1302C	Architectura	I Design II	4	West	SMTWTFS] 06:00 PM - 08:40 PM	Type: Re 💡	FULL: 0 of 2 10 of 10 wa	Real Time \	lirtual						Add
31710	ARC	2180C	Intro to Digit	al Architecture	3	West	SMTWTFS	- Type: Online Buildi	ling: Onlin 💡	FULL: 0 of 2 4 of 10 waitl	Online Cou	se						Add
31881	ARC	2461	Matrials and	I Methds: Con	4	West	SMTWTFS	- Type: Online Buildi	ling: Onlin 2 of 10 o	25 seats re of 10 waitlist	Online Cour	se						Add
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Chedule Schedule	II Sc	hedule Deta	ils								🗉 Summ	ary						Tuition and Fe
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6am										-	31271	ARC 1302C, 0	Architectural Design II	0 Classroor	n S Mixed Mode	Waitlisted	None	×
7am											4							
8am											-							
9am											•							
10am											_							
11am											Total Hou	s Registered: 0 Billi	ing: 0 CEU: 0 Min: 0 Max: 10					
Panels 🔺																Condition	al Add and Dri	op 🕕 🛛 Submit

If a Waitlist seat becomes available, you will receive an email to your VC email account. The email will include instructions on your next steps.

If you decide to remove yourself from the Waitlist class, click on the Action drop-down and select

🔳 Summa	ary						Tui	tion and I	Fees
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action		*
31271	ARC 1302C, 0	Architectural Design II	0	Classroom S	Mixed Mode	Waitlisted	None	-	
•						_	None		
•			To cla sel Sul	remove yoursel ss, click the Acti lect Dropped Via bmit button	f from the Waitlist on drop-down and i Web and click the		Dropped Via Web		
Total Hour	s Registered: 0 Billin	ng: 0 CEU: 0 Min: 0 Max: 10				Conditiona	al Add and Drop 🕕	Submit	t)

Dropped Via Web then click the Submit button.

The class Status will change to **Deleted**:

	Summary	у]	Tuition and Fees		
	CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	*		
	1271	ARC 1302C, 0	Architectural Design II	4	Classroom S	Mixed Mode	Deleted	None	•		
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ŀ	Total Hours I	Registered: 0 Billin	n:0 CEU:0 Min:0 Max:10								
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Need help? Reach out to one of our <u>Student Support Services</u>. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.