

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:

The screenshot shows the 'Register for Classes' interface. The search results table is as follows:

CRN	Subject	Course Num	Title	Hours	Campus	Meeting Times	Status	Instructional Methods	Instructor	Linked Sections	Add
32401	ARC	1201C	Theory of Architecture	2	West Ca...	S M T W T F S	1 of 25 seats remain. 3 of 10 waitlist seats remain. Open Seats Reserved for Waitlisted Only	Online Course	Joshua PSEEBES (Job)		Add
31271	ARC	1302C	Architectural Design II	4	West Ca...	S M T W T F S 02:00 PM - 04:40 PM	FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain.	Mixed Mode	Joshua PSEEBES (Job)		Add
32856	ARC	1302C	Architectural Design II	4	West Ca...	S M T W T F S 06:00 PM - 08:40 PM	FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain.	Real Time Virtual	Vanessa Verdias (Primary) Baha Mohammed		Add
31710	ARC	2180C	Intro to Digital Architecture	3	West Ca...	S M T W T F S	FULL: 0 of 25 seats remain. 4 of 10 waitlist seats remain.	Online Course	Carolee Parnes Adas (Primary)		Add
31881	ARC	2461	Materials and Methods Control	4	West Ca...	S M T W T F S	2 of 25 seats remain. 18 of 10 waitlist seats remain.	Online Course	Kourtney Baldwin (Primary)		Add
33279	ARC	2461	Materials and Methods Control	4	West Ca...	S M T W T F S	FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain.	Online Course	Kourtney Baldwin (Primary)		Add

Below the search results, there is a 'Class Schedule for Summer 2024 Credit Courses' grid and a 'Summary' panel. The summary panel indicates 'No registered or pending classes'.

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

This is a close-up of the search results table from the previous screenshot, focusing on the two sections of ARC 1302C Architectural Design II:

CRN	Subject	Course Num	Title	Hours	Campus	Meeting Times	Status	Instructional Methods
31271	ARC	1302C	Architectural Design II	4	West ...	S M T W T F S 02:00 PM - 04:40 PM	FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain.	Mixed Mode
32856	ARC	1302C	Architectural Design II	4	West ...	S M T W T F S 06:00 PM - 08:40 PM	FULL: 0 of 25 seats remain. 10 of 10 waitlist seats remain.	Real Time Virtual

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. ▼ 10 of 10 waitlist seats remain.	Mixed Mode	<div style="border: 1px solid red; padding: 2px;">Click Add next to the class section you wish to be added to the Waitlist for</div>	Add
32856	ARC	1302C	Architectural Design II	4	West ...	S M T W T F S	06:00 PM - 08:40 PM Type: Real T	! FULL: 0 of 26 seats remain. ▼ 10 of 10 waitlist seats remain.	Real Time Virtual		Add

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

The screenshot shows the 'Register for Classes' page. The search results table lists several classes. The class 31271 (Architectural Design II) is highlighted with a red box around its 'Add' button. A text box with an arrow points to this button, stating 'The Waitlist class will be added to your Summary area'. Below the search results is a 'Summary' table. The entry for class 31271 is highlighted with a red box, showing its status as 'Pending'.

5. In the **Summary** area, click on the **Action** drop-down next to the class that has the Waitlist, select **Wait Listed** and click the **Submit** button:


The screenshot shows the 'Summary' table. The entry for class 31271 is highlighted. The 'Action' dropdown menu is open, and 'Wait Listed' is selected. A red box highlights the 'Submit' button at the bottom right. A text box with arrows points to the 'Action' dropdown and the 'Submit' button, stating 'Click the drop-down and select Wait Listed then click the Submit button'.

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

The screenshot shows the Valencia College registration interface. At the top right, a green notification bar displays a checkmark and the text "Save Successful". Below this, the "Register for Classes" section shows search results for Summer 2024 Credit Courses. A table lists several classes, including CRN 31271 for "Architectural Design II". The status for this class is highlighted in green as "Waitlisted". A red box highlights the "Status" column in the summary table, and another red box highlights the "Save Successful" message. A text box with an arrow pointing to the "Waitlisted" status says: "You will receive a Save Successful message and the course Status in the Summary area will show Waitlisted".

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

Dropped Via Web then click the  button.

This screenshot focuses on the "Summary" table for the class CRN 31271. The "Action" column has a drop-down menu open, showing "None" and "Dropped Via Web". A red box highlights the "Dropped Via Web" option. A text box with an arrow pointing to the "Dropped Via Web" option says: "To remove yourself from the Waitlist class, click the Action drop-down and select Dropped Via Web and click the Submit button". Another red box highlights the "Submit" button at the bottom right of the interface.

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

Summary							Tuition and Fees	
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
31271	ARC 1302C, 0	Architectural Design II	4	Classroom S...	Mixed Mode	Deleted	None	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 10

Conditional Add and Drop ? Submit

Click Submit again to remove the course from the **Summary** area.

Need help? Reach out to one of our [Student Support Services](#). For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.