

# Wait List-Frequently Asked Questions

## What is a waitlist?

A waitlist is a list that keeps track of students who are waiting for an available seat to open up in a class that is full.

## What is required to be eligible for a waitlist?

Students must meet all prerequisites in order to add to a waitlist.

## Do all courses have the waitlist option available?

No, certain courses that have special restrictions or are part of learning communities will not be available for waitlist. Other courses that are not available for waitlist include open-entry/open-exit courses and courses that have a concurrency requirement. Co-requisite and cross list courses are not available for waitlist at this time.

## How do students join a waitlist?

If a student attempts to register for a class that is full, they will encounter a waitlist registration message. If the course has a waitlist option and there are spaces on the waitlist, a student can use the drop down menu to join the waitlist.

See Below:

Drop before classes begin on Jun 30, 2014  81251 PSYC 001 0 Undergraduate 0.000 Standard Letter Introduction to Psychology

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 20.000  
Date: Jun 30, 2014 08:57 am

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Waitlist	80166	BIO	004	0	Undergraduate	5.000	Standard Letter		Human Anatomy
Closed - 0 Waitlisted	Waitlist	80685	ENGL	004	0	Undergraduate	3.000	Standard Letter		Critical Thinking and Composition: Language In Context
Closed - 0 Waitlisted	None	81263	PSYC	002	0	Undergraduate	3.000	Standard Letter		Biological Psychology
Closed - 0 Waitlisted	None	81358	HIST	010	0	Undergraduate	3.000	Standard Letter		California History

Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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JUN 30, 2014

Drop before classes begin on Jun 30, 2014  81251 PSYC 001 0 Undergraduate 0.000 Standard Letter Introduction to Psychology

Waitlist on Jun 30, 2014  80166 BIO 004 0 Undergraduate 0.000 Standard Letter Human Anatomy

Waitlist on Jun 30, 2014  80685 ENGL 004 0 Undergraduate 0.000 Standard Letter Critical Thinking and Composition: Language In Context

Waitlist on Jun 30, 2014  81263 PSYC 002 0 Undergraduate 0.000 Standard Letter Biological Psychology

Waitlist on Jun 30, 2014  81358 HIST 010 0 Undergraduate 0.000 Standard Letter California History

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 20.000  
Date: Jun 30, 2014 08:58 am

Add Classes Worksheet

# Wait List-Frequently Asked Questions

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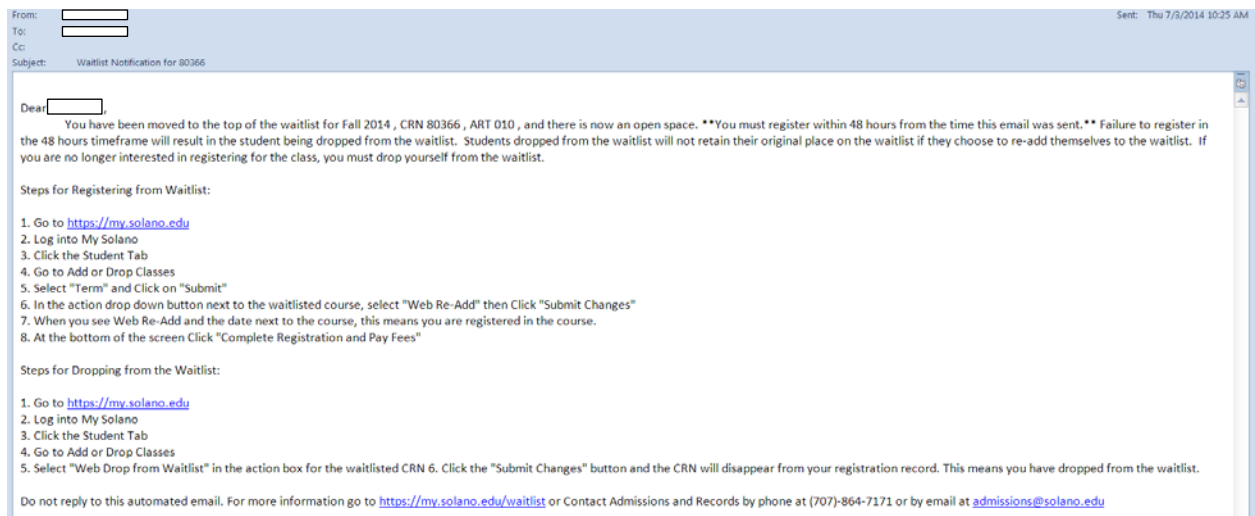
## How do students know what position they are on the waitlist?

*When a student originally encounters the waitlist registration message that the class is closed they will see the number of students currently on the waitlist prior to waitlisting for the course. Students can also view their waitlist position by looking at their student detail schedule.*

## What happens when a seat becomes available in a class that is full?

*When an open seat becomes available, the first student on the waitlist will receive a notification email in their My Solano email account. Waitlists are first come first served. Ex: If two seats open up then the top two students on the list will be notified. The email informs student that they have 48 hours from the time the email was sent to register for the course. Registration instructions are included within the body of the email.*

### Email Example:



## What email address is the waitlist notification email sent to?

*The waitlist notification email is sent to your Solano College student email. It is the student's responsibility to check their student email account. If students choose to have their student email forwarded to their personal email, it is the student's responsibility to ensure that the forwarded address is correct and that the [donotreplya&r@solano.edu](mailto:donotreplya&r@solano.edu) is not blocked by the external email provider's spam filters.*

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**“I received the email notification that a seat was open in the class I am waitlisted for but I didn’t register in the 48 hour time frame when the email notification was sent.” “How come I can’t register for the class?”**

*If you do not register within 48 hours from the time the email notification was sent informing you of an open seat, you will be dropped from the waitlist. If you choose to re-add to the waitlist, you will lose your original place on the waitlist. Please remember to check your student email frequently.*

**Will My Solano automatically register a student for a class once the student is notified of an open seat?**

*No, the student must log in to their My Solano account and change their waitlisted status from “Waitlisted” to “Web Re-Add.” Instructions for adding from the waitlist are given in the waitlist notification email.*

**What if the student has a hold on their account?**

*If a student has a hold on their account, the hold will need to be cleared before any registration transactions can take place.*

**“I did not receive a notification email regarding an open seat for the class and it is now the first day of class. What do I need to do?”**

*Attend the first day of class and ask if the instructor is allowing additional students to add the class. Instructors will add students based on the waitlist position if seats are available.*

**“I do not want to be waitlisted for the course I’m currently waitlisted for.” “What do I do?”**

*Please drop yourself from the waitlist. A student may drop from the waitlist at any time. Once you drop from the waitlist, the waitlisted course will no longer appear in your registration. To Drop from the waitlist, log into your My Solano account, click the student tab, click add or drop classes, then find the waitlisted course you wish to drop and select drop from waitlist in the drop down action menu next to the course.*

**“I need additional assistance and have questions regarding the waitlist process, what should I do?”**

*Please contact the Admissions and Records Office by phone (707) 864-7171 or by email [admissions@solano.edu](mailto:admissions@solano.edu).*