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.
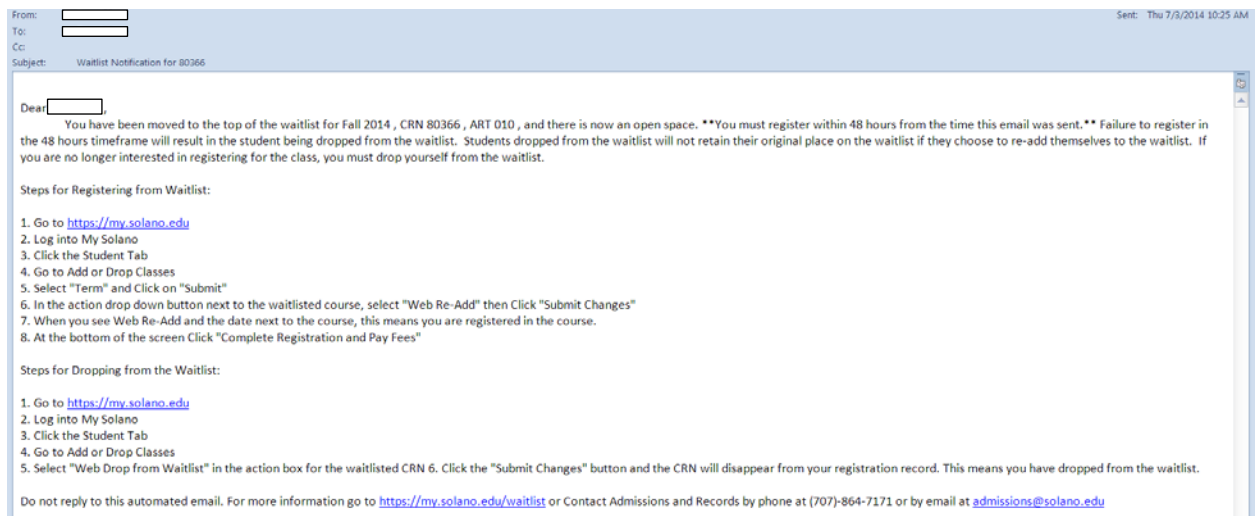
See Below:

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:

From:
To:
Cc:
Subject: Waitlist Notification for 80366   Sent: Thu 7/3/2014 10:25 AM

Dear   ,
          You have been moved to the top of the waitlist for Fall 2014 , CRN 80366 , ART 010 , and there is now an open space. **You must register within 48 hours from the time this email was sent.** Failure to register in the 48 hours timeframe will result in the student being dropped from the waitlist. Students dropped from the waitlist will not retain their original place on the waitlist if they choose to re-add themselves to the waitlist. If you are no longer interested in registering for the class, you must drop yourself from the waitlist.

Steps for Registering from Waitlist:

1. Go to https://my.solano.edu
2. Log into My Solano
3. Click the Student Tab
4. Go to Add or Drop Classes
5. Select "Term" and Click on "Submit"
6. In the action drop down button next to the waitlisted course, select "Web Re-Add" then Click "Submit Changes"
7. When you see Web Re-Add and the date next to the course, this means you are registered in the course.
8. At the bottom of the screen Click "Complete Registration and Pay Fees"

Steps for Dropping from the Waitlist:

1. Go to https://my.solano.edu
2. Log into My Solano
3. Click the Student Tab
4. Go to Add or Drop Classes
5. Select "Web Drop from Waitlist" in the action box for the waitlisted CRN 6. Click the "Submit Changes" button and the CRN will disappear from your registration record. This means you have dropped from the waitlist.

Do not reply to this automated email. For more information go to https://my.solano.edu/waitlist or Contact Admissions and Records by phone at (707)-864-7171 or by email at admissions@solano.edu

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 is not blocked by the external email provider's spam filters.

"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.