

# HOW TO WAITLIST A CLOSED COURSE

1. In MyDCC, look up the class you wish to register for via the “Look Up Classes” option.

2. If a course is closed you will see a “C” under the “Select” column. Take note of the CRN(s) number that is to the right of it.

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**Sections Found**  
Criminal Justice

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input type="checkbox"/>	1537	CRJ	266	010	D	3.000	CONTEMP ISS/PROB CRMNL JUSTICE	TR	11:00 am-12:15 pm	25	17	8	5	0	5
<input checked="" type="checkbox"/>	3748	CRJ	266	020	D	3.000	CONTEMP ISS/PROB CRMNL JUSTICE	TR	02:00 pm-03:15 pm	25	25	0	5	0	5

All results displayed: 2 courses total

**QUICK NOTES**

You will see columns for the waitlist on the schedule. They will be listed as follows:

**WL CAP** - The total amount of waitlist spots  
**WL ACT** - The amount of students currently on the waitlist  
**WL REM** - The amount of waitlist spots available,

**You CANNOT waitlist a class if you are currently signed up for the same class at a different time.**

3. Click “Add to WorkSheet” to take you to the add/drop page. (If needed, you will need to put in your pin number)

4. Enter the course CRN(s) in the box(es) and click “Submit Changes”

Register **Add to WorkSheet** New Search

Add Classes Worksheet

**CRNs**

1193

Submit Changes Class Search Reset

[ View Holds | Change Class Options | Registration Fee Assessment | Registration Compliance Results ]

5. You will receive a “Registration Add Error” as seen below. Use the box under the “Action” column to choose the waitlist option. Once selected, click “Submit Changes” to finalize.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	1193	HIS	103	010	Credit	3.000	Standard	Letter	HISTORY OF THE UNITED STATES I

6. If successful, the class will show up as a waitlist course on your schedule. (If you wish to remove yourself from a waitlist, use the dropdown box under the “Action” column to select the appropriate choice. Then submit your changes)

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on Mar 29, 2017	None	1249	ACC	104	610	Credit	0.000	Standard	Letter	FINANCIAL ACCOUNTING
Waitlist on Mar 29, 2017	None	1172	ENG	101	010	Credit	0.000	Standard	Letter	COMPOSITION I

7. If a seat opens up, you will receive an email notification to your MyDCC email account. Then, follow the instructions to officially sign up for the course. You will have limited time to sign up.

Please Note: **If you miss your registration window you will be taken off the waitlist.**

# WAITLISTING FAQS

## What are the most important items for students to remember when using the Waitlist feature?

If you are on the Waitlist the most important thing to remember is check your DCC email often and make sure if you still want the course to register for it before your time limit expires

## Who can be on a Waitlist?

Only Degree-Seeking (Matriculated) students can be on a Waitlist. The Waitlist option is not available to Visiting (Non-Matriculated) students at this time.

## Does being on a Waitlist for a closed section guarantee me a seat in that section?

No. You will only be offered a seat if another student drops the course. The only way to guarantee a seat for a course is to register for an open section.

## Can I add myself to more than one Waitlist?

Yes, but only for different courses. You cannot be on multiple Waitlists for different sections of the same course.

## What is the total number of students allowed on a Waitlist?

Dutchess Community College allows a maximum of 5 students to be on a Waitlist.

## Is there an option to Waitlist for a course (ex. ENG 101 or HIS 101) and not just a CRN?

No, you may only Waitlist for individual sections via a CRN.

## Are Waitlists available for all sections?

Yes, with a few exceptions such as Nursing Courses.

## How does the Waitlist work for Science courses that have the option of more than one lab section?

If the course has a lecture with only one choice of lab you must put yourself on the waitlist for both the lecture and the lab. **\*\*\*When there is an option of more than one lab section to choose from you can only put yourself on the waitlist for the lecture. If a seat opens in the lecture you must register for whatever lab has an open seat, which may result in having to make adjustments to your schedule \*\*\***

## Will DCC automatically register me for a course if I'm notified when a seat opens up?

**No, you will not be automatically registered.** Once you are notified via your DCC Email that your Waitlisted course is now open you must log into your myDCC account, go to Banner Self-Service and officially change your status from Waitlisted to Registered. If you are not eligible to register online you can come in to the Registrar's Office at the Main campus or DCC South and register in-person. **Do not respond to the Waitlist notification email for registration and asked to be registered for the course.**

## The class has open/available seats, so why can't I register for it?

If a seat opens up in a full course that has students on a Waitlist, the section will remain closed as that seat is reserved for the person on the Waitlist. If that student does not take action within the allotted time the seat will go to the next person on the Waitlist (if applicable). If there are no students on the Waitlist the course will open, allowing non-Waitlisted students to enroll.

## Are holds, prerequisites, and other registration restrictions, checked before joining a Waitlist?

All registration holds and restrictions are checked prior to allowing a student to join a Waitlist, and again upon registering. **The only restriction which is not checked is time conflicts with the understanding that if there is a time conflict in your schedule you may need to make changes in order to register for the Waitlisted course, so be mindful of your schedule when choosing a course to Waitlist.**