WHAT IS A WAITLIST?
A waitlist is an electronic list of students who are petitioning a closed class. Waitlist size is determined by the Division. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists. Waitlisted students must meet all registration requirements.

HOW DO I PLACE MYSELF ON A WAITLIST?
Go to myGateway, and go to “Registration Tools” and click “Add/Drop Classes”. Enter the 5 digit CRN. You will be advised if the class is closed, and if there are open positions on the waitlist. To place yourself on the waitlist, use the drop down menu beside the closed class message. Select “Waitlist” then click “Confirm Your Choices”. If the waitlist is full you will not be allowed to waitlist the CRN.

HOW DO I DROP MYSELF OFF A WAITLIST?
Go to myGateway, and go to “Registration Tools” and click “Add/Drop Classes”. Select the specific class and use the drop down box next to the waitlisted class and select “Waitlisted-drop”. You must click “Confirm your Choices”.

SHOULD I MONITOR MY WAITLIST STATUS?
It is recommended that you closely monitor your waitlist priority position. Go to myGateway and under the “Registration Tools” click “Check Waitlist Status”. Each waitlisted CRN will be displayed.

HOW WILL I KNOW IF A SEAT BECOMES AVAILABLE?
Waitlisted students will be notified via email only when a seat becomes available. The email will be sent to the preferred email address on file. Students can also check their personal announcements under the ‘Student’ tab in myGateway. NOTE: The College is not responsible for undeliverable emails or emails never received by a student for any reason.

HOW DO I ADD THE CLASS WHEN I RECEIVE THE EMAIL?
Go to myGateway and under “Registration Tools” click “Add/Drop Classes”. Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class. Click on “Register –Web”. You must click “Confirm Your Choices” and “Complete Registration”. Do not re-enter the 5 digit CRN in a registration box.

HOW LONG DO I HAVE TO ADD THE CLASS ONCE I RECEIVE THE NOTIFICATION EMAIL?
Students have 48 hours to add the class OR no later than midnight prior to the first day of class, whichever comes first.
WHAT IF I MISS THE 48 HOUR DEADLINE OR I’M STILL ON THE WAITLIST WHEN THE CLASS BEGINS?
A second notification email will NOT be delivered. Students who do not receive a notification email must attend the first day of instruction to be considered for an add code. Add codes are issued at the discretion of the instructor.

If an Add Code is issued, go to myGateway and under “Registration Tools” click “Add/Drop Classes”. Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class and select “Waitlisted-Drop”. You must click “Confirm Your Choices” and re-enter the 5 digit CRN and click on “Confirm Your Choices”. Then the system will prompt you to enter the Add Code. Enter the 4 digit Add Code and click “Validate”. Complete your registration.
How to add on to a Waitlist

Step #1 GETTING ON A WAITLIST

Via myGateway, students can select a waitlist. A waitlist will control seats once the maximum enrollment has been met. When a student attempts to register into a CRN an error message will appear advising that the CRN is closed and how many people are on the waitlist. To be considered waitlisted for that class, a student must select the option – ‘Wait Listed’. Fig.1

- Enter CRN and Confirm Choice
- See status error and select ‘Wait Listed’
- Confirm Choice again

Note: not all CRN’s will have a waitlist. All BLUE status errors are clickable and will provide additional information.
How to add on to a Waitlist

Step #2 Waitlist Status

- After a student chooses the option to be waitlisted, the system will assign a priority number to each student. Waitlist Status can be viewed on myGateway.
- Go to myGateway and under the “Registration Tools” click “Check Waitlist Status”. See Fig. 2
- Each waitlisted CRN will be displayed with a number and course information and instructor contact information. See Fig. 3

Fig. 2

Student

Employee Early Alert Cypress

Personal Announcements

WHAT IS A WAITLIST?

ATTENTION YAHOO EMAIL USERS (Seventh Update)

Registration Tools

Add or Drop Classes

Registration Status

Print Schedule/Nil

Check for Holds

Change Class Variable Units

Pay Account Balance

Check Registration Appointment (OC/PC)

Check Waitlist Status

My Courses

Click here to:

View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

Course Studio Activity Channel

You have not selected any courses. Click on the edit button to select favorite courses.

- My Courses page

Fig. 3

Student Detail Schedule:

Total Credit Hours: 0.000

Asian-American History - ETHS 171 C - 300

Associated Term: Fall 2010

CRN: 19046

Status: Wait Listed on Sep 09, 2010

Waitlist Position: 15

Notification Expires: All opportunities to add a class from the waitlist expire midnight prior to the start of class or on the date and time listed above, whichever comes first.

Assigned Instructor: Mary M. Tanaka

Grade Mode: Standard Letter

Credits: 0.000

Level: Cypress College

Campus: Cypress College

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule</th>
<th>Type Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>3:30 pm - 6:20 pm</td>
<td>MWF</td>
<td>Humanities - CC</td>
<td>223 Oct 18, 2010 - Dec 15, 2010</td>
<td>Lecture</td>
<td>Mary M. Tanaka (C)</td>
</tr>
</tbody>
</table>

Return to Previous
How to add on to a Waitlist

Step #3 Email Notifications

- Waitlisted students will be notified via email only when a seat becomes available. The email will be sent to the preferred email address on file. Students can also check their personal announcements under the ‘Student’ tab in myGateway.

Note: Students only have 48 hours to add the class OR no later than midnight prior to the first day of class, whichever comes first. If no action is taken, then the next student on the waitlist will have the opportunity to register for the available seat. An example of the email notification is below. See Fig. 4

The College is not responsible for undeliverable emails or emails never received by a student for any reason.

Fig. 4

An example of the email notification is below.

The College is not responsible for undeliverable emails or emails never received by a student for any reason.
How to add on to a Waitlist

Step #4 Changing your registration status from a Waitlist after a student receives an email

- Go to myGateway and under “Registration Tools” click “Add/Drop Classes”. Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class. Click on “Register –Web”. You must click “Confirm Your Choices” and “Complete Registration”. See Fig. 5
- Do not re-enter the 5 digit CRN in a registration box.

Fig. 5
How to add on to a Waitlist

- The student must pay for all enrollment fees upon completion of registration. All unpaid fees will either result in being dropped for non-payment or an academic hold placed on the student’s record.

Step #5 Dropping off the WAITLIST

- Students who did not receive an email notification and do not want to be on the WAITLIST can drop.
- Go to myGateway and under “Registration Tools” click “Add/Drop Classes”. Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class and choose “Wait Listed--Drop” and then click “Confirm Your Choices”.

See Fig 6

Fig. 6
Registration

[Text continues with detailed instructions and a table showing a current schedule with CRN, subject, course, section level, credit hours, grade mode, and title of the courses listed.]

- Click on HELP for detailed instructions on how to add classes, drop classes, and change variable units.
- Enter CRNs for classes you wish to add, then click the “Confirm Your Choices” button.
- When you have confirmed your choices, click the “Complete Registration” button.
- Click here for important Waitlist Information for Cypress/Fullerton College Classes.
How to add on to a Waitlist

Step #6 First Day of Class

- Students who do not receive a notification email must attend the first day of instruction to be considered for an add code. Add codes are issued at the discretion of the instructor.
- If an Add Code is issued, go to myGateway and under “Registration Tools” click “Add/Drop Classes”. Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class and select “Waitlisted- Drop”. You must click “Confirm Your Choices” and re-enter the 5 digit CRN and click on “Confirm Your Choices”. Then the system will prompt you to enter the Add Code. Enter the 4 digit Add Code and click “Validate”. Complete your registration. See Fig 7.a ; Fig 7. b

Fig 7. a
Click here for important Waitlist Information for Cypress/Pullerton College Classes

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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<td>11314 PE 152</td>
<td>001 Cypress College</td>
<td>0.000 Standard Letter</td>
<td>Fitness Training Lab</td>
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<td></td>
<td></td>
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<tr>
<td>Wait Listed on Sep 09, 2010</td>
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<td>13046 ETHS 171</td>
<td>300 Cypress College</td>
<td>0.000 Standard Letter</td>
<td>Asian-American History</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 3,000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Sep 10, 2010, 11:36 pm

CRNs

| CRN | 12345 | 67890 |

[ View Holds ]

[ Privacy Policy ]
How to add on to a Waitlist

Registration Add Authorization Code

The section(s) listed below cannot be registered without an Add Authorization Code provided by the instructor.

If you do not have a valid add code, click 'Cancel' to return to the main registration page. **Do not click the back button!** To obtain an Add Code, contact the instructor or division office. Instructors may not be able to grant all requests for Add Codes.

If you have an Add Authorization Code:

1. Enter the code and press the "Validate" button.
2. If the code is approved, click "Submit Changes" to register in the class(es).

<table>
<thead>
<tr>
<th>Status</th>
<th>Registration Add Auth Code</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
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</thead>
<tbody>
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<td>12735</td>
<td>CIS</td>
<td>110</td>
<td>LSI</td>
<td>Linux Operating System</td>
<td>Authorization Code Required - Section Closed or Started</td>
</tr>
</tbody>
</table>

Validate  Cancel