

# WAITLIST FAQ's

## **Q. WHAT IS A WAITLIST?**

A. When a course is full, a waitlist is created to facilitate registration for open spaces that may occur. The waitlist allows students an opportunity to register for a currently closed class that is full but could have space become available before the course begins. The waitlist will record the time and date that the student placed his/her name on the waitlist and students will be notified via e-mail of open spaces in that order.

## **Q. DO ALL COURSES HAVE A WAITLIST?**

A. No, only full term and 7-week accelerated courses have waitlisting setup.

## **Q. DO I HAVE LIMITATIONS WHEN WAITLISTING FOR COURSES?**

--Students can waitlist for **only one** section of the same course. For example, students cannot waitlist for BIO 204.001 and BIO 204.002.

--Students cannot register for a course and waitlist for a different section of the same course.

--Students will not be able to waitlist for courses that: have a time conflict, do not meet Pre-/co-requisites, exceed 18 credit hours, including both the waitlisted and enrolled courses combined. Students who wish to exceed the 18 credit hour maximum must meet with an academic advisor to request approval. This must be done prior to wait listing for a class.

## **Q. HOW DO I WAITLIST?**

Students can waitlist online in their "The Rock" account if a course is full and has a waitlist option.

The following steps must be completed in order to be placed on a course waitlist:

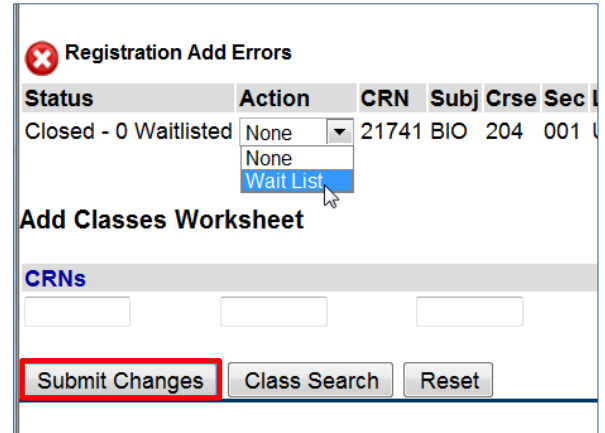
- ☒ Log into The Rock with your student ID and password.
- ☒ Click on the "Student" tab.
- ☒ Click on "Add/Drop Courses" under Registration Tools.
- ☒ Select Term.
- ☒ Enter the course information (CRN) and click on "Submit Changes"
- ☒ If the course is full, the following screen will appear (see right).

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None	21741	BIO	204	001

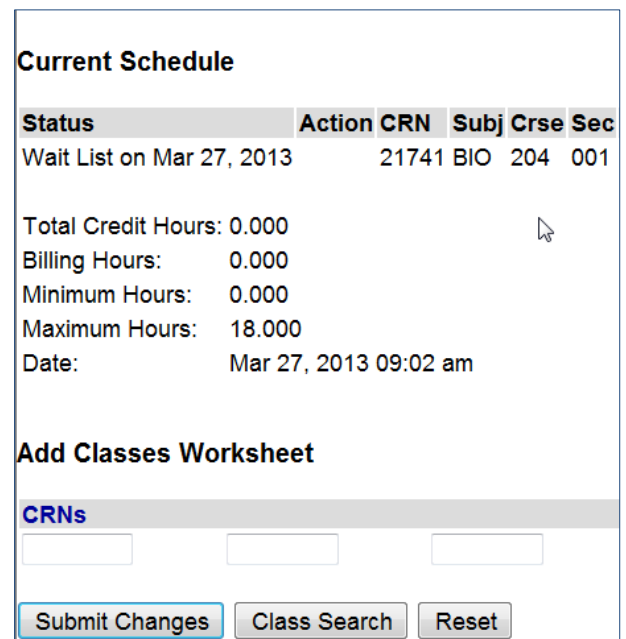
**Add Classes Worksheet**

**CRNs**

- Select "Wait List" on the drop down menu. You MUST click on "Submit Changes" again.



- If completed correctly, the following screen will appear:



**Q. WHAT HAPPENS WHEN A SPACE BECOMES AVAILABLE?**

A. If space becomes available; students will be given the opportunity to register themselves in the course in the order placed on the waitlist. Notification of this opening will be sent to the **student's RRCC email address only** and will provide students with a **24-hour window of time** to register themselves in the opening before the system moves onto the next student. If a student does not register for the course within the 24-hour window, he/she will be dropped from the waitlist and the next student on the waitlist will receive a notification email. ***Students are responsible for monitoring their RRCC e-mail account, registering themselves within the given window of time, and paying any additional tuition and fees by the payment deadline.***

**Q. HOW DO I REGISTER ONCE I RECEIVE A WAITLIST NOTIFICATION?**

- ✘ Log into The Rock with your student ID and password.
- ✘ Click on the “Student” tab, choose “Registration Menu” and then “View/Print Detailed Student Schedule (by term)”.
- ✘ You will see your waitlist position as 0 and the expiration date to register for the course.

**Detailed Student Schedule (by term)**

---

Total Credit Hours: 0.000

**Microbiology w/Lab: SC1 - BIO 204 - 001**

**Associated Term:** Fall 2013  
**CRN:** 21741  
**Status:** Wait List on Mar 27, 2013  
**Waitlist Position:** 0  
**Notification Expires:** Mar 28, 2013 09:07 am  
**Assigned Instructor:**  
**Grade Mode:** Standard Grade  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** RRCC Lakewood Campus

- ✘ Click on Add/Drop Courses on bottom of the screen.

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Inst
Class	9:30 am - 10:45 am	TR	West Building 2563	Aug 20, 2013 - Dec 10, 2013	Academic Lecture and Lab Combo TB	
Class	11:00 am - 12:15 pm	TR	West Building 2569	Aug 20, 2013 - Dec 10, 2013	Academic Lecture and Lab Combo TB	

[Return to Previous](#)

[Show Active Registrations](#) | [Show Registration History](#) | [Add or Drop Classes](#)

- ✘ Click on the drop-down menu next to the course and “Web Registered” and “Submit Changes”.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec
Wait List on Mar 27, 2013	<input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="Drop Web"/> <input type="text" value="Web Registered**"/>	21741	BIO	204	001

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Mar 27, 2013 09:25 am

You may have to click on “I Accept” first before you can “Submit Changes”:

Dear Student:

The following is the Agreement between us (Colorado Community College System) and you, regarding our delivery of educational services for which you agree to pay in the future in accordance with this agreement. The Colorado Community College System includes Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero Community College, Pueblo Community College, Pikes Peak Community College, Red Rocks Community College, Trinidad State Junior College, and the System Office hereinafter referred to as 'the College'. By allowing charges to be applied to your student account, you will be bound by this Agreement.

(mail, properly addressed and with postage prepaid; any notice by email is considered received when the email enters the information processing system that the recipient has designated or uses for the purpose of receiving email. Student account information is considered received when the information is posted on the student portal.)

**20. Billing Rights Summary** - In case of errors or questions about your account, if you think your account is inaccurate, or if you need more information about a transaction on your account, write to us immediately at the address shown on your bill, or call the College Cashier's Office at the number on your bill.

**21. State of Colorado Offset** - As an agency of the State of Colorado, we have the authority to intercept state income tax refunds or other funds due you from the State of Colorado (vendor, lottery, gaming etc.) for debts owed to the state.

**\*In order to register for classes, students under the age of 18 must complete this Agreement in paper form with the student's and parent's signature.\***

**Q. UNTIL WHEN CAN I WAITLIST FOR A COURSE AND WHAT IS THE LAST DATE I CAN REGISTER FOR A WAITLISTED COURSE AFTER I HAVE RECEIVED NOTIFICATION?**

A. Students can waitlist online or at the Admissions Office for courses through the Saturday before the class starts. The last dates to register for a waitlisted course are listed in the table below.

Summer 2016 Waitlist dates					
If your course start and end dates fall between the following dates:			Then:	Last Date to Waitlist	Last Date to Register for Waitlisted course
Start Date	End Date	Duration of course			
1-Jun-16	27-Jul-16	Full term 8 week course		31-May-16	7-Jun-16
1-Jun-16	3-Aug-16	Full term 9 week course		31-May-16	7-Jun-16

Fall 2016 Waitlist dates					
If your course start and end dates fall between the following dates:			Then:	Last Date to Waitlist	Last Date to Register for Waitlisted course
Start Date	End Date	Duration of course			
22-Aug-16	12-Oct-16	Accelerated 7.5-week course		20-Aug-16	23-Aug-16
13-Oct-16	13-Dec-16	Accelerated 7.5-week course		11-Oct-16	14-Oct-16
22-Aug-16	13-Dec-15	Full term 15 week course		20-Aug-16	26-Aug-16
19-Aug-16	11-Dec-16	Full term 15 week Weekend course		18-Aug-16	20-Aug-16

**Q. WHAT IS THE LAST DAY I WILL BE NOTIFIED ABOUT AN OPENING?**

A. Notifications will be sent out up to the last date to register should space become available; see table above for specific dates. Note that in some instances, students will only have until 11:30 p.m. on the day of notification to add themselves to the course.

**Q. HOW CAN I CHECK MY STATUS ON THE WAITLIST?**

A. Students will be able to view their position in a waitlisted course through The Rock. Click on the *Student* tab, under *Registration Tools*, click the *Waitlist Status* link.

## Q. HOW DO I REMOVE MYSELF FROM THE WAITLIST?

A. Students can remove themselves from the waitlist through The Rock. Click on the *Student* tab, under *Registration Tools* select the *Add or Drop Classes* link. Select "Drop Web" and "Submit Changes".

### Add or Drop Classes

---

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade
Wait List on Mar 27, 2013	None None Drop Web	21741	BIO	204	001	Undergraduate	0.000	Stand

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Mar 27, 2013 09:38 am

#### Student Account Payment Agreement

- If you have not registered for a course in more than 12 months, please check your [Registration](#). If your status is Inactive, you will not be able to register until you submit an [Application](#).
- To apply for the College Opportunity Fund (COF) stipend, please [click here](#).
- To authorize the COF stipend, please [click here](#).
- To search for a class, click on the Class Search button.
- You must click the "SUBMIT CHANGES" button to record all changes.
- To add a class, enter CRN in the Add Class box below and click "SUBMIT CHANGES".
- To drop a class:
  - Read important [financial aid information](#).
  - Click on action menu next to the CRN.
  - Select "DROP WEB" and click "SUBMIT CHANGES". *If no options appear, it is not available.*
  - Click on [View Detailed Student Schedule](#) link to print a copy and confirm your registration.

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

## Q. I'M AT THE TOP OF THE WAITLIST, SHOULD I ATTEND THE FIRST DAY OF CLASS?

Students are encouraged to talk to the instructor regarding the likelihood of getting into the course and the related need to attend the class. If you do eventually enroll in the course, you will be held responsible for the information and material covered from the beginning of the semester. Because of this, instructors may ask you to attend so that in the event a spot does become available, you will not have missed any material. In other cases, instructors may wish to only have students actually enrolled in the course attend the class.

## Q. WHAT IF I DON'T GET INTO A CLASS FOR WHICH I AM WAITLISTED?

If you do not get into a class for which you are waitlisted, you have the following options.

1. Take the class another term.
2. Drop yourself from the waitlist and find another class to take that has spaces available.

For further information, please contact the Admissions Office at [admissions@rrcc.edu](mailto:admissions@rrcc.edu) or 303-914-6360.