WAITLIST FAQs

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, but most classes will have a waitlist option.

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).
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.
- Click on Add/Drop Courses on bottom of the screen.
- Click on the drop-down menu next to the course and “Web Registered” and “Submit Changes”.

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

![Detailed Student Schedule](image1)

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
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 last day to register before the class starts. The last dates to register for a waitlisted course are listed in the table below.

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”.

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 seat does become available, you will not have missed any material. After the registration deadline, you can complete the ‘Registration by Permission” form located on The Rock under My Student Stuff on the Student tab. Your registration request will be reviewed by the department. If you are approved to enroll in the class, the Admissions office will register you and send you a confirmation email.
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 or 303-914-6348.