Red Rocks Community College
Enrollment Services Operational Guidelines

Title: **Waitlist**

Effective: **7/1/13**   **Approved:**   **10/4/13**   **Revised: 9/11/13**

Reference: http://www.rrcc.edu/pdfs/WaitlistFAQs.pdf

Purpose: To outline guidelines governing course waitlists.

Scope: Applies to full term, 7/8-week accelerated and weekend courses

Attachment: Registration/Schedule Change Form

Waitlist Definition

When a course is full, a waitlist is created to facilitate registration for open spaces that may occur. The waitlist will record the time and date that the student placed his/her name on the waitlist. The waitlist will be processed in order as space becomes available, and students will be notified via their school-issued email. Once a student has received notification that a space has become available, that student will have a 24-hour window of time in which to register themselves for the course before the system moves on to the next student. If the student does not register within that 24-hour window, (s)he 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 email accounts, registering themselves within the given window of time, and paying any additional tuition and fees by the payment deadline.

Waitlist Guidelines

- Most courses listed in the class schedule have a waitlist available when the course is full. Waitlists are not available for online courses or for programs with admission requirements (e.g. Physician's Assistant Program, Nursing Refresher Course, Fire Science etc.)
- Students can waitlist for only one section of the same course. For example, students cannot waitlist for ENG 121.601 and ENG 121.602.
- 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:

  o Have a time conflict
  o Do not meet pre-/co-requisites
  o 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 waitlisting for a class.
- Notifications will be sent out up to the last date to register should space become available (see published tables on The Rock RRCC Portal for specific dates). Note that in some instances, students will only have until 11:30 pm on the day of notification to add themselves to the course.