

# Waitlisting for Closed Classes

## THE BULLETS

- Waitlists reserve your spot in line for when an open seat becomes available.
- You are given the option to waitlist when you attempt to register for a closed class.
- An e-mail will be sent to your Kalamazoo Valley e-mail account when a seat opens for you.  
[Access your email account through My Valley or directly at [mail.kvcc.edu](mailto:mail.kvcc.edu)]
- You will have 24 hours to register once the seat becomes available.

### 1. Course search = closed class (C): Note the CRN

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
C	30363	ENG	110	0	A	3.000	College Writing I

NOTE

Register Add to WorkSheet New Search

### 2. Add yourself to the waitlist: Enter the CRN and choose Waitlist

Add Classes Worksheet

CRNs

30363 ENTER

Submit Changes Class Search Reset

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - Waitlist Available	None Waitlist	30363	ENG	110	0

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

### 3. Make sure you are successfully waitlisted then wait for an e-mail:

Current Schedule

Status	Action	CRN	Subj	Crse
Waitlist on Mar 30, 2016	None	30363	ENG	110

## THE BASICS

### What is waitlisting?

Waitlisting is an electronic option for waiting in line until a seat opens in a closed (full) class. We'll e-mail you when it is your turn to register. You don't need to worry about being the first one to grab the open seat. The system sequentially numbers students as they add to the waitlist and open seats are offered to the person next in line.

### How do I get on a waitlist?

When you attempt to register for a class that is closed, the system will let you know if a waitlist seat is available. You simply choose the Waitlist action menu item and submit. Done.

If you are using the Look-up Classes to Add or Course Search feature and see that a class is closed, make note of the CRN. Click Add to Worksheet and enter the CRN in one of the boxes. Submit changes and the system will let you know if a waitlist seat is available.

### What happens when I'm first in line on the waitlist?

As soon as a seat becomes available, a notification e-mail will be sent to your Kalamazoo Valley e-mail account. You will then have 24 hours to register or drop the class. When the \*24 hours expires, the seat will be offered to the next person in line. It is very important that you check your e-mail account frequently.

### I've been notified a seat is available for me. What do I do?

Login to My Valley before the \*24 hour notification period expires. Click Register or Drop Classes. The Action Menu will be available next to the waitlisted course. Select Register or Drop and submit. Finished. Also, don't forget to drop yourself from any other waitlists you may be on for the same course.

### There are a lot of people ahead of me on the waitlist. Do I even have a chance?

It would be wise to register for an alternate class to make sure you have a full schedule and can keep making progress toward your degree. Better safe than sorry. You can always exchange the classes if a seat opens up in your preferred class. Counselors are available if you need help choosing another class that will meet your degree requirements.

That said, you would be surprised at the amount of drop/add activity that takes place throughout the registration period. Realistically, students lucky enough to get a seat in a popular class work hard to keep that seat. But life has a way of interfering, people change their minds, or maybe they got an opportunity to take another class, and seats inevitably open up. There are instances where 60 students have dropped a class after it filled. (Yes, we said 60!) So not all hope is lost if you are number 12 on the list.

### I missed my \*24 hour window to register. What do I do?

You can add yourself back to the waitlist. Login to My Valley and Click Register or Drop Classes. Enter the CRN for the course into one of the boxes and submit. Select Waitlist on the action menu and submit again. Unfortunately you are at the end of the line now, but at least you still have a chance.

### Plans have changed and I don't need or can't take this class. Should I drop from the waitlist?

"Yes, please," say your fellow students. They're sorry you can't take the class, as are we, but they would like the opportunity to move up in the line and not have a 24 hour delay before a seat opens for them. Login to My Valley, click Register or Drop classes, select Drop from the action menu and submit. Don't forget to drop yourself from other lists if you were on more than one waitlist for the same course.

\*For the majority of the registration period, you will have 24 hours to register once you are notified that an open seat is available for you. There is one exception. This time frame will be adjusted to fairly accommodate the period when we shut down registration to perform cancellations for nonpayment after early registration. Because students offered a seat on the date deferred payment is due and registration shuts down will not have 24 hours to register, these students will be offered another 24 hour period in which to enroll when registration opens again.

## THE DETAILS

### Can I monitor my position in line?

Yes. Login to My Valley and click My Schedule. You will be taken to your detailed class schedule. This will tell you your course status (registered or waitlisted). It also shows your number in the waitlist line. If you have been notified that an open seat is available for you, the notification deadline will be posted here as well. Be sure to register for the class before that time expires.

### My position in line is 0. What does that mean?

That is your lucky number. This means there is a seat available for you. Check the notification deadline right below the lucky number zero to be sure you still have time to register. Then don't hesitate another second. Click Add/Drop Classes at the bottom of the page and get registered.

Medical Transcription I - BUS 222 - 0	
<b>Associated Term:</b>	Summer 2016
<b>CRN:</b>	30500
<b>Status:</b>	Waitlist on Mar 09, 2016
<b>Waitlist Position:</b>	0
<b>Notification Expires:</b>	Mar 13, 2016 04:27 pm

### Can a waitlist close?

Yes. There is a maximum number of waitlist seats available for each class. If the system says the waitlist is full, you will need to check back later to see if a spot has opened. Until then, it would be a good idea to register for a different class so you can stay on track to graduate. Counselors are available if you need help selecting another course that will work for your degree.

Registration Add Errors	
Status	CRN
Closed - Waitlist Full	30509

### It says the class is open and I can see seats are available. Why can't I register?

The open seat has been reserved for the next person on the waitlist. You will not be able to register until it is your turn. If the registration error message says the waitlist is available, you can add yourself to the waitlist if you are not already on it.

Registration Add Errors	
Status	Action
Open, Seat Reserved for Waitlist - Waitlist Available	<a href="#">None</a> <a href="#">Waitlist</a>

### Do all classes offer the waitlist option?

No. There are some classes that require admission into a program, have special restrictions or require permission to enroll. These classes, such as those for health careers programs, will not have a waitlist.

### Is there a limit to how many classes I can waitlist? A limit to the number of the same class?

No limit, you can waitlist multiple courses. If your first choice is closed, waitlist that class and register for the same class that meets at another time. Did you encounter bad luck and more than one class you want is full? Waitlist them all. If you're not picky about when the class meets but really want to get into one of them, waitlist each one.

### Can I waitlist one class and be registered for another that is a time conflict?

Yes you can. Time conflicts are not enforced for waitlisted courses. However, if a seat becomes available in your preferred course, the time conflict will be enforced when you register for the waitlisted class. You will need to drop the other class first. Be careful, though, that you don't unintentionally waitlist a course that has a time conflict with a registered course you want to keep.

### Could I be prevented from waitlisting a class?

We don't want you to spend time waiting to register for a class only to be told you don't qualify, so we'll let you know right up front if there is a special requirement so you can take care of it. For example, course prerequisites are enforced for waitlists so you can get registered for the prerequisite course instead. The only error that is not enforced is a time conflict. This allows you to play it safe and register for another class that meets at the same time as your preferred choice that you had to waitlist. So be sure you aren't waitlisting a class that has a time conflict with a course you want to keep.

**Is there a deadline for waitlists and a chance to register for the class?**

Yes. Waitlisting will end on the last business day before a semester begins, typically on a Friday at 5:00 pm. If you are offered an open seat on the final day, you will still have 24 hours to register. When that 24-hour period ends, typically on Saturday at 5:00 pm, seats will become available on a first-come, first-served basis. Waitlisting will not be available for classes that start later in the semester, once the semester begins.

**Can I get help adding myself to a waitlist?**

Of course! Stop by the Admissions, Registration and Records Office, Room 9140 on the Texas Township Campus or the Student Service Center in Anna Whitten Hall on the Arcadia Commons Campus. We'll either put you on the waitlist ourselves or show you how to do it online. Your choice.

**Can I contact the instructor for permission to enter the closed class?**

Waitlists eliminate the need to track down an instructor for permission to register. Simply add yourself to the waitlist and watch for an e-mail notifying you that a seat is available.

**Can I forward my Kalamazoo Valley e-mail to my personal account?**

Yes. However, Kalamazoo Valley will not be responsible if there is a problem with the transfer, or your personal account that prevents you from getting the notification before the 24 hours expires.

**Do waitlist course credits count toward my total semester credits or my financial aid eligibility?**

Sorry, there are no credits for a waitlisted course. You are not actually registered for this class yet and there is no guarantee you will get in. If you need to be registered for a minimum number of credits for a semester, be sure to register for other classes to meet your requirement.

**Do I have to pay to be waitlisted for a class?**

You only need to pay if a seat opens and you register for the class.

For additional help, contact:

Admissions, Registration and Records  
269.488.4281  
[arr@kvcc.edu](mailto:arr@kvcc.edu)