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 get into a course that is currently full but may have openings. 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. WHICH COURSES HAVE A WAITLIST?

A. 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., nursing).

Q. DO I HAVE LIMITATIONS WHEN WAITLISTING FOR COURSES?

A. Students can waitlist for **only one** section of the same course. For example, students cannot waitlist for ENG 121.601 and ENG 121.602.

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

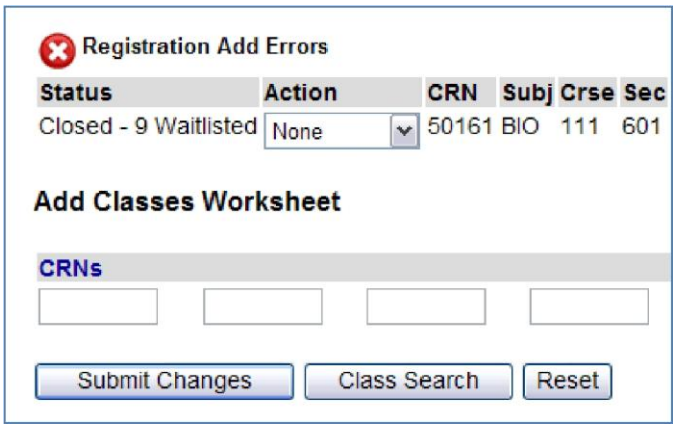
A. A student's schedule cannot exceed 18 credit hours, including both the waitlisted and enrolled courses combined. Students who wish to exceed 18 credit hours must meet with an academic advisor to request approval. This must be done prior to waitlisting for a class.

Q. HOW DO I WAITLIST?

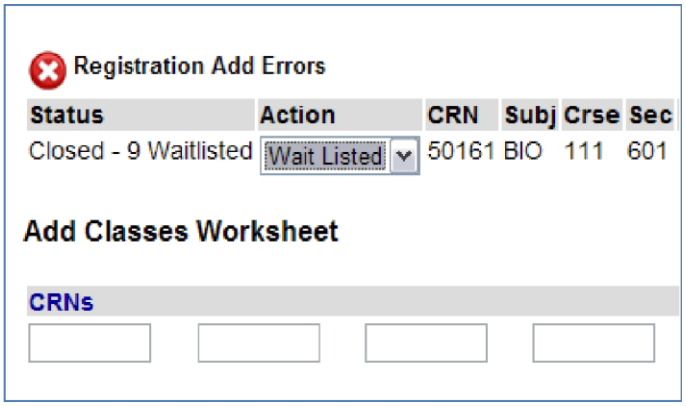
A. Students can waitlist online in their eWOLF account if a course is full and has a waitlist option:

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

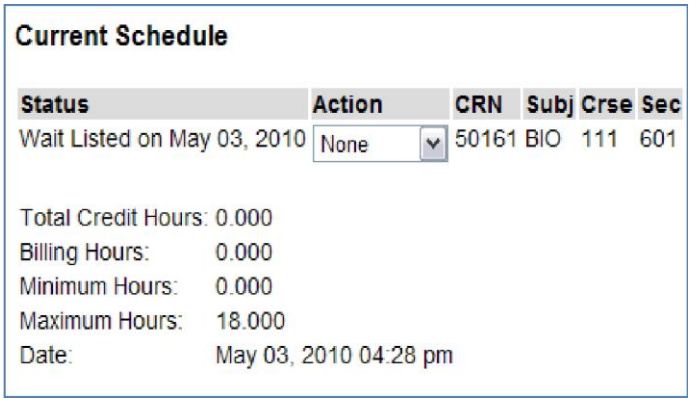
- Log into eWOLF with your student ID and password.
- Click on the "Student" tab.
- Click on "Add/Drop Courses" under Registration Tools. Select Term.
- Enter the course information (CRN) and click on "Submit Changes"
- If the course is full, the following screen will appear (see right).



- Select “Waitlisted” on the drop-down menu. You MUST click on “Submit Changes” again.



- If completed correctly, the following screen will appear:

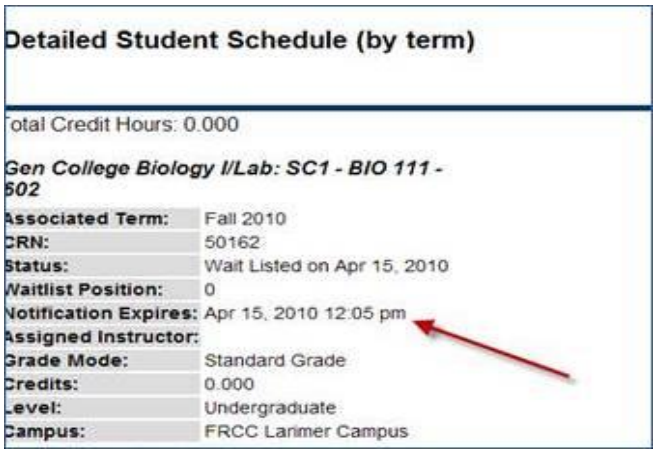


Q. WHAT HAPPENS WHEN A SPACE BECOMES AVAILABLE?

A. If a space becomes available, students will be given the opportunity to register themselves in the course according to the order of students on the waitlist. Notification of this opening will be sent to the **student’s FRCC email address only (xxxxx@student.cccs.edu)** and will provide students with a **48-hour window of time** to register themselves in the course before moving onto the next student on the waitlist. If a student does not register for the course within the 48-hour window, he/she will be dropped from the waitlist and the next student on the waitlist will receive a notification email. Note: students who are notified of an opening less than 48 hours from the registration deadline will have until 11:59 p.m. on the registration deadline date, which for 15-week courses is the second day of the semester. ***Students are responsible for monitoring their FRCC e-mail account, registering themselves within the given window of time, and paying any additional tuition and fees by the payment deadline.***

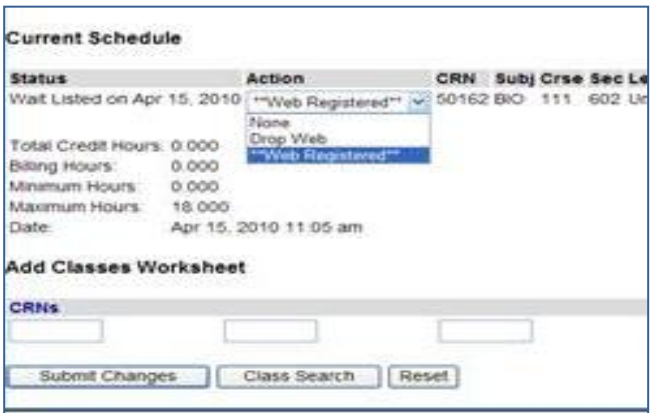
Q. HOW DO I REGISTER ONCE I RECEIVE A WAITLIST NOTIFICATION?

- Log into eWOLF with your student ID and password.
- Click on the “Student” tab and “Waitlist Status”.
- Your will see your waitlist position as 0 and the expiration date to register for the course.



- Click on Add/Drop Courses.

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



Q. HOW LATE CAN I WAITLIST FOR A COURSE?

A. Students can waitlist for courses until the Saturday before the course begins, up until 11:59 p.m.

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

A. Students will be able to view their position in a waitlisted course through their eWOLF portal. Click on the *Student tab,* under *My Student Information,* click the *“*Waitlist Status” link*.*

Q. WHEN IS PAYMENT DUE ONCE I REGISTER FOR A WAITLISTED COURSE?

A. Tuition and fees can be paid online from within a student’s eWOLF account or at the Cashier’s Office. Tuition and fees must be paid by the end of the business day on the payment deadline. Students should check the class schedule for specific dates. Students who register for a course after the payment deadline must pay by the end of the next business day, or their newly enrolled course(s) may be dropped from their schedule.

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

A. Notifications for openings will continue through the second day of the semester for 15-week courses. However, students will ***only*** have until 11:59 p.m. that day to add themselves into the course. For short-term courses, students will be notified through 11:59 the first day of the course. For one-day courses, students will be notified through 11:59 p.m. the day before the course begins.

Q. *WHAT HAPPENS IF I RECEIVE A NOTIFICATION AND DO NOT REGISTER WITHIN THE 48-HOUR TIMELINE?*

A. Unfortunately we are not able to make exceptions for students who do not register for the class within the time period stated in the notification email. The system automatically drops waitlisted students and notifies the next student on the waitlist. Students are able to add themselves back on to the waitlist and will be assigned a new number on the waitlist based on the time and date of the transaction. It is critical for students to monitor their FRCC student email account daily for notifications.

Q. WHAT HAPPENS AFTER COURSES BEGIN?

A. If the instructor permits the student in the course, the student must secure the instructor's signature on an Add/Drop form and submit it to the Admissions and Records Office by the end of the business day on the last day to add/drop a course. Add/Drop forms will be accepted beginning the third day of the semester. Check the current class schedule for specific dates.

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

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

1. Take the course during another term.
2. Drop yourself from the waitlist and find another course to take that has spaces available.
3. You may contact the instructor and attempt to get placed into the class at that point. Please contact the instructor before or after course time, during their office hours, or via email.

For further information, please contact the Admissions and Records Office at your campus below:

Boulder County Campus
2190 Miller Drive
Longmont, CO 80501
303-678-3722
Fax: 303-678-3637
BCCAdmissions@frontrange.edu

Larimer Campus
4616 South Shields
Fort Collins, CO 80526
970-204-8107
Fax: 970-204-8365
LCAdmissions@frontrange.edu

Westminster Campus
3645 West 112th Avenue
Westminster, CO 80031
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WCAdmissions@frontrange.edu

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