



# WAITLIST FAQ's



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

A. The waitlist allows students an opportunity to get into a 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 student email of open spaces in that order.

## **Q. WHAT 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 programs with admission requirements (i.e., nursing).

## **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 ENG 121.601 and ENG 121.602.
- Students cannot register for a course and waitlist for a different section of the same course.
- Students must meet prerequisite and test score requirements for the waitlisted course.
- A student's schedule cannot 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.
- Students may not waitlist a course that is at the same time as a course registered for. For instance, if you are registered for ENG 121 at 8 am MWF, you cannot waitlist COM 115 at 8 am MWF.

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

Students can waitlist online in their eWOLF 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 in to eWOLF with your student ID and password.
- From the Dashboard, choose "Add/Drop Classes".
- Select the Term you wish to register for and Submit.
- Enter the course information (CRN) and click on "Submit Changes"
- If the course is full, the following screen will appear (see right).

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec
Closed - 9 Waitlisted	None	50161	BIO	111	601

**Add Classes Worksheet**

**CRNs**

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

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec
Closed - 9 Waitlisted	Wait Listed	50161	BIO	111	601

**Add Classes Worksheet**

**CRNs**

- If completed correctly, the following screen will appear:

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec
Wait Listed on May 03, 2010	None	50161	BIO	111	601

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: May 03, 2010 04:28 pm

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

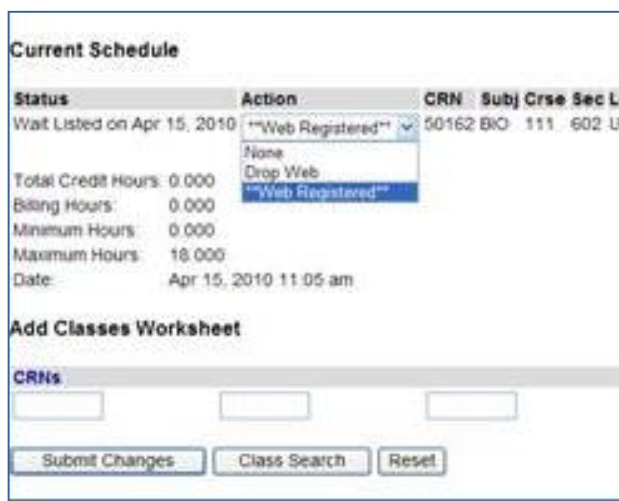
A. If space becomes available; students will be given the opportunity to register themselves in the course in the order placed on the waitlist. Notification of this opening will be sent to the **student’s FRCC email address only (xxxxx@student.cccs.edu)** and will provide students with a **48-hour window of time** to register themselves in the opening. . 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 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.**

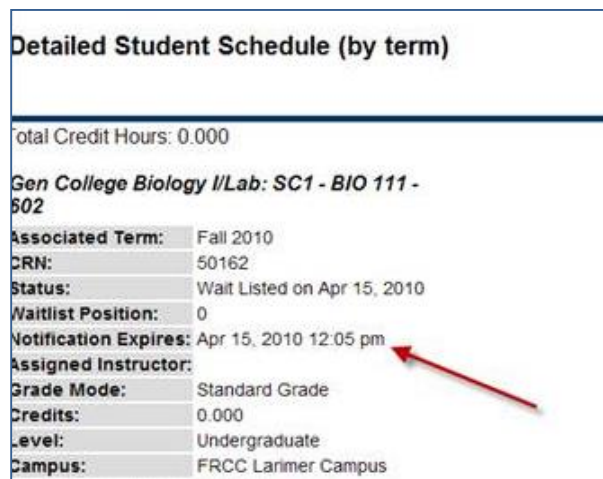
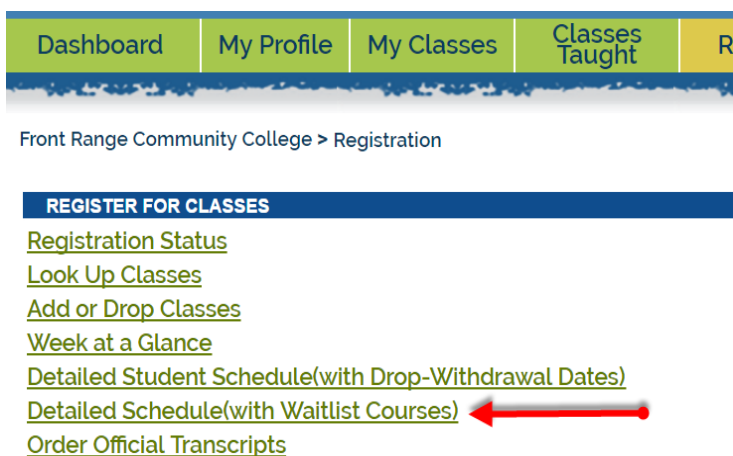
**Q. HOW DO I REGISTER ONCE I RECEIVE A WAITLIST NOTIFICATION?**

- Log in to eWOLF with your student ID and password
- From the Dashboard, click on the “Registration” Tab.
- Under Registration Tools, select Add/Drop classes.
- Find your waitlisted course.
- Click on the drop-down menu next to the course and select “Web Registered”, then Submit Changes.



**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 *Registration* tab, under *Register for Classes*, click the *Detailed Student Schedule (with Waitlist Courses)* link. You will see your position as 0 if you have been notified of an opening. The notification expiration period is also shown.



**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. Once you are registered, it is imperative that you make payment in a timely manner. Failure to do so may result in being dropped for non-payment.

Tuition and fees must be paid prior to the payment deadline, which can be found on the Cashier's Office website. <http://www.frontrange.edu/paying-for-college/tuition-and-fees>

**Q. HOW LATE CAN I WAITLIST FOR A COURSE?**

A. Students can waitlist online for courses until the Saturday before the semester begins at 11:59 p.m.

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

A. Notifications for openings will continue until the second day of the semester. However, students will only have until 11:59 p.m. to add themselves to the course.

**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 Registrar's Office before 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?**

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.
3. You may contact the instructor and attempt to get placed into the class at that point. Please contact the instructor before or after class time, during their office hours, or via email.

**For further information, please contact the Registrar's Office at your campus below:**

Boulder County Campus  
2190 Miller Drive  
Longmont, CO 80501  
303-678-3722  
[BCCRegistrar@frontrange.edu](mailto:BCCRegistrar@frontrange.edu)

Westminster Campus  
3645 West 112th Avenue  
Westminster, CO 80031  
303-404-5414  
[WCRegistrar@frontrange.edu](mailto:WCRegistrar@frontrange.edu)

Larimer Campus  
4616 South Shields  
Fort Collins, CO 80526  
970-204-8107  
[LCRegistrar@frontrange.edu](mailto:LCRegistrar@frontrange.edu)