

## Waitlist

### Frequently Asked Questions

***-What is the purpose of the waitlist?***

If a class has reached its maximum enrollment limit, you may choose to add your name to the waitlist. If space opens up in the class, you will be notified via email and text message of the opportunity to register for the class.

***-How do I add my name to a waitlist?***

If you have attempted to register for a class that has reached its maximum enrollment limit, WebSMART will present you with the option to place yourself on the waitlist. Just click on the Action box and choose Waitlist then click on the Submit Changes button.

***-How will I be notified if an opening occurs and I can add the class?***

If space opens up in a class for which you are waitlisted, you will be notified by email. You will also be notified by text message if you have signed up to receive non-emergency text messages.

***-Where will the email messages be sent if my name has reached the top of the waitlist and there is an open seat?***

Messages will be sent to your my.smccd.edu email account. If you have not accessed your account before, information (including your login and password) can be found by following the links in WebSMART to “Student Email.”

***-Must I add the class by a certain deadline?***

Yes. You must register for the class on WebSMART only, within 24 hours of the time the email or text message was sent to you. If you fail to do so, your name will be removed from the waitlist. Please note: In-person registration will not be allowed. You must use WebSMART.

***-Can I add my name to more than one waitlist for the same course?***

Yes. You can add yourself to multiple waitlists for the same course. However, once you enroll in a course you will be automatically removed from all waitlists for that course.

***-Can I add my name to a waitlist if I am already enrolled in the same course?***

No.

***-Will I know what number I am on the waitlist?***

Yes. You can see your waitlisted courses and your position on the list by viewing your “Class Schedule Summary” in WebSMART.

***-What if I don't meet the prerequisite for a course? Can I still add my name to the waitlist?***

No. Prerequisite checking takes place at the time you add your name to a waitlist. If you have questions about prerequisites, contact the placement office on your campus.

***-What if I am no longer interested in being on a waitlist?***

Please log onto WebSMART and remove your name from the waitlist.

***-How will an instructor know that I am on the waitlist?***

The instructor's class roster will display the names of students on the waitlist.

***-Can I add my name to the waitlist after the first day of the semester?***

It all depends. Some classes start on the first day of the semester and others start later on. The waitlist will stop accepting new names on the first day of class, which may or may not be the first day of the semester. Please check the schedule of classes to determine start dates.

***-Can I add my name to the waitlist of a late start class?***

Yes. Waitlist will stop accepting new names on the first day of the class, which may be different from the first day of the semester.

***-What if I have a time conflict with another class?***

You must change your class schedule to eliminate the time conflict.

***-Will I need an authorization code after the start of the class if I was on a waitlist?***

Yes. Attend the first class meeting and obtain an authorization code from the instructor if space is still available.

***-Will I have to pay fees for the class once I've added my name to the waitlist?***

No. Fees will be assessed at the time of successful registration in the class.