



Waitlist Instructions for Students!

Great news! MPC is excited to offer a new class waitlist feature for students.

As you register for classes this fall, and for some this summer, you may notice the option to add your name to a waitlist when sections are full. Classes with a waitlist will have a number in the waitlist column in the online interactive schedule.

[Home](#) | [Admissions](#) | [Catalogs and Class Schedules](#) | [Student Services](#) | [Faculty and Staff](#)

webreg > schedule of classes

TreeView
 ListView
 Text
 Advanced Search

[Class Status Definitions](#)
 Sections
 Course Outline

SUMMER 2018

BIOL 31

Environmental Science

Description: This course is a survey of the fundamental political, economic, and ecological principles that define the important environmental issues of our time. Topics include ecology, climate change, biodiversity, energy, and sustainability. Also offered online.

Recommended Preparation: Eligibility for ENGL 1A

Transferability: CSU; UC

Repeatability: May be repeated once if grade was D or F.

Grading Type: Credit Course For Grade Or P/NP

Online sections - SUMMER 2018

| Sect | Days | Hours | Instructor | Location | Room | Units | Status | Total Seats | Enroll count | Seats Left | Wait List count | Dates | Book Link |
|------|--------|------------------------|------------|----------|--------|-------|-----------|-------------|--------------|------------|-----------------|-------------------|-----------|
| 8031 | Online | 6 hrs 20 mins Per Week | Raskoff K | Online | ONLINE | 3.00 | Wait List | 35 | 35 | 0 | 8 out of 99 | 5/04/18 - 7/27/18 | |

ONLINE COURSE: This course is taught using Canvas. Click on the Lobo Apps link on the MPC home page to access Canvas, your MPC e-mail, and other online tools. Students must have regular access to a computer with high-speed Internet access and be familiar with using the Internet. Visit the Canvas Help Desk for help accessing your online course. BIOL 31 does not include lab hours. Enrollment in BIOL 32 is necessary to satisfy the lab portion of the general education science requirement. Contact kraskoff@mpc.edu for more information about the course.

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In addition, you'll notice a new link in your WebReg portal called "Manage my Waitlist" on the left-side navigation menu (see below). Once you've added your name to a waitlist, the Manage My Waitlist page will allow you to add classes, if granted permission, and remove yourself from a waitlist, if desired. **Waitlist permissions do expire, so if you're on a waitlist, check back frequently!**

Student Portal Home
 Apply
 Add/Drop/Register
Manage my Waitlist
 View Grades
 Purchase Optional Fees
 Pay Fees
 Registration Policies
 Schedule of Classes
 Help
 Contact Us
 CA Voter Registration
 Log off

Records
 Class Schedule / Fees
 Challenges and Equivalencies
 Counselor Approval
 Degrees and Certificates
 Education Plans
 Fee Waivers
 Holds
 My Financial Aid
 Official Transcript Ordering
 Petitions
 Placements
 Prerequisite Check
 Registration Priority
 Unrepeatable Courses

Quick Links
 Assessment Testing
 Ask a Counselor
 Bookstore
 Campus Maps
 EOPS Appointment
 General Counseling Appointment
 Online Counseling
 Online Orientation
 Group Orientation
 Preferred Name
 Single Sign On
 Student Links at MPC

Personal Announcements
 Drop deadline- TODAY Wednesday April 25th
 New Waitlist Feature at MPC!
 Section 0942 cancelled
 Section 0978 cancelled

District Announcements
 MPC Emergency Alerts
 Course Repetition And Withdrawal Changes Effective Summer 2012
 Update Your Email and Contact Information

Below please find some step-by-step instructions to help you get started on using this new feature in WebReg to help you get into the classes you need and want from MPC!

Getting on a Waitlist

- 1) Click the Add/Drop/Register link in your Student Portal and enter the section # of the course you are interested in. If the class is full and has a waitlist available, you will see a message indicating what rank you will have on the waitlist when you try to add the section. Click the button to “Confirm Add” if you want to add your name to the waitlist.

Student Portal Home
 Apply
 Add/Drop/Register
 Manage my Waitlist
 View Grades
 Purchase Optional Fees
 Pay Fees
 Registration Policies
 Schedule of Classes
 Help
 Contact Us
 CA Voter Registration
 Log off

SPRING 2018 > Add/Drop > View Cart > Optional Services > Checkout > Receipt

You have requested to add the following course to your cart:
Semester: SPRING 2018
Section: 0993
Title: SOCI 1

This section is closed but has a wait list. You would be number **3** on the waiting list.
 For important information, please consult our registration policies on [wait lists](#).

- Confirm the grading option you would like (letter grade or P/NP) by selecting the appropriate radio button.

[MPC](#) MONTEREY PENINSULA COLLEGE
 Home | Admissions | Catalogs and Class Schedules | Student Services | Faculty and Staff

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[Student Portal Home](#) | [Apply](#) | [Add/Drop/Register](#) | [Manage my Waitlist](#) | [View Grades](#) | [Purchase Optional Fees](#) | [Pay Fees](#) | [Registration Policies](#) | [Schedule of Classes](#) | [Help](#) | [Contact Us](#) | [CA Voter Registration](#) | [Log off](#)

[SPRING 2018](#) > [Add/Drop](#) > [View Cart](#) > [Optional Services](#) > [Checkout](#) > [Receipt](#)

You have requested to add the following course to your cart:

Semester: SPRING 2018
Section: 0993
Title: SOCI 1

You have the option of taking this class for a letter grade or for a P / NP grade. Please choose the grading option you want. The last day to change the grading option for this class is 5/25/2018.

Letter Grade (A,B,C,D,F)
 P/NP Grade

- Students must complete the entire Check-Out process in order for their position on the waitlist to be saved.

[MPC](#) MONTEREY PENINSULA COLLEGE
 Home | Admissions | Catalogs and Class Schedules | Student Services | Faculty and Staff

Currently logged in as: **Kristin Darken**

[Student Portal Home](#) | [Apply](#) | [Add/Drop/Register](#) | [Manage my Waitlist](#) | [View Grades](#) | [Purchase Optional Fees](#) | [Pay Fees](#) | [Registration Policies](#) | [Schedule of Classes](#) | [Help](#) | [Contact Us](#) | [CA Voter Registration](#) | [Log off](#)

[SPRING 2018](#) > [Add/Drop](#) > [View Cart](#) > [Checkout](#) > [Receipt](#)

The following schedule changes are currently in your cart. You are not officially enrolled in/dropped from these courses until you checkout.

| Sect | Course | Status | Days | Hours | Instructor | Location | Units | P/NP | Dates | Action |
|------|--------|--------|------|---------------|------------|----------|-------|------|-------------|--------|
| 0993 | SOCI 1 | Wait | W | 1:00pm-3:50pm | Staff | TBD | 3.00 | | 05/21-05/31 | |

Schedule changes will remain in your cart for one hour and will be automatically removed from your cart if you have not completed the checkout process.

[MPC](#) MONTEREY PENINSULA COLLEGE
 Home | Admissions | Catalogs and Class Schedules | Student Services | Faculty and Staff

Currently logged in as: **Kristin Darken**

[Student Portal Home](#) | [Apply](#) | [Add/Drop/Register](#) | [Manage my Waitlist](#) | [View Grades](#) | [Purchase Optional Fees](#) | [Pay Fees](#) | [Registration Policies](#) | [Schedule of Classes](#) | [Help](#) | [Contact Us](#) | [CA Voter Registration](#) | [Log off](#)

[SPRING 2018](#) > [Add/Drop](#) > [View Cart](#) > [Checkout](#) > [Receipt](#)

The following schedule changes are currently in your cart. You are not officially enrolled in/dropped from these courses until you complete the checkout process. Please scroll down to complete the checkout process.

| Sect | Course | Status | Days | Hours | Instructor | Location | Units | P/NP | Dates | Action |
|------|--------|--------|------|---------------|------------|----------|-------|------|-------------|--------|
| 0993 | SOCI 1 | Wait | W | 1:00pm-3:50pm | Staff | TBD | 3.00 | | 05/21-05/31 | |

There are no fees due for this transaction.

You are not officially enrolled/dropped until you click the 'Continue' button.

Upon clicking 'Continue', you will be officially enrolled in/dropped from the above classes and subject to all Admission & Records [registration policies](#).

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- Student Portal Home
 - Apply
 - Add/Drop/Register
 - Manage my Waitlist
 - View Grades
 - Purchase Optional Fees
 - Pay Fees
 - Registration Policies
 - Schedule of Classes
 - Help
 - Contact Us
 - CA Voter Registration
 - Log off
- 

SPRING 2018 > Add/Drop > View Cart > Optional Fees > Checkout > **Receipt**

The following schedule changes were made to your schedule:

| Semester | Section | Course Title | Status | Days | Hours | Instructor | Location | Units |
|-------------|---------|--------------|--------|------|---------------|------------|----------|-------|
| SPRING 2018 | 0993 | SOCI 1 | Wait | W | 1:00pm-3:50pm | Staff | TBD | 3.00 |

View your [class schedule](#) for date, time, and location details.

Don't forget to [purchase optional fees](#) (**Parking Permit** and **CDC Donation**)

No fees were charged for this transaction.

Manage My Waitlist

Once you have added your name to a waitlist for a section, you can see and take action on a waitlisted section from the Manage My Waitlist link on the left-side navigation menu.

- 1) After clicking the Manage My Waitlist link, select the appropriate term you want to access.

Currently logged in as: **Kristin Darken**

- Student Portal Home
 - Apply
 - Add/Drop/Register
 - Manage my Waitlist
 - View Grades
 - Purchase Optional Fees
 - Pay Fees
 - Registration Policies
 - Schedule of Classes
 - Help
 - Contact Us
 - CA Voter Registration
 - Log off
- 

Please select a semester to manage your waitlist.

- FALL 2018
- SUMMER 2018
- SPRING 2018

- 2) You will see a table with all your waitlisted courses displayed. The table shows several informative columns: Actions, Waitlist Status, Expiration Date, Section Nbr, Course Title, Units and your Rank on a waitlist.

Waitlist Status Listings include:

- **Active:** This is your status when you have added yourself to the waitlist and are waiting for permissions to enroll, as a space becomes available in a class. You can remove yourself from a waitlist at any time (if you decide to enroll in a different section, have a time conflict with another course you want to enroll in, or simply change your mind). (See example #1 below.)
- **Permission Granted:** If space becomes available in a class where you are on a waitlist, you will be granted permission to register when it is your turn (permissions are granted in a first-come, first-serve basis). You will receive notification that permission has been granted via an email and a message on your student portal page. Once you have been granted permission, you will have 3 days to register for the class – the expiration date for your permission will be displayed in the Expiration Date column. You will be able to register for your waitlist class from the Manage My Waitlist page (you will see an option to “Register” in the Action column). (See example #2 below.)
- **Permission Expired:** If you do not take action to register for a course within 3 days from receiving permission, your permission will expire and permission will be granted to the next student on the list. If your permission expires you can add yourself back on the waitlist, but you will be placed in the last position on the waitlist.
- **Student Dropped:** If you decide to remove yourself from a waitlist the course will still appear on your waitlist with a status of “Student Dropped”. If you remove yourself from a waitlist you can add yourself back at any time, but you will be placed in the last position on the waitlist when add yourself again.

Example #1: Status: Active


MONTEREY PENINSULA COLLEGE

[Home](#) | [Admissions](#) | [Catalogs and Class Schedules](#) | [Student Services](#) | [Faculty and Staff](#)

Currently logged in as: **Kristin Darken**

[Student Portal Home](#)
[Apply](#)
[Add/Drop/Register](#)
[Manage my Waitlist](#)
[View Grades](#)
[Purchase Optional Fees](#)
[Pay Fees](#)
[Registration Policies](#)
[Schedule of Classes](#)
[Help](#)
[Contact Us](#)
[CA Voter Registration](#)
[Log off](#)

Use this option if you would like to register for OR remove sections on your waitlist.

NOTE: Waitlists are only available until the start of classes. After your class begins, the waitlists will freeze and you must obtain a late add code from your instructor.

| Action | WaitList Status | Expiration Date | Sect Nbr | Course Title | Units | Rank |
|------------------------|--------------------|-----------------|----------|--------------|-------|------|
| | Permission Expired | 4/27/2018 | 0988 | DANC 15A | 1.00 | |
| | Student Dropped | | 0992 | BIOL 32 | 1.00 | |
| | Student Dropped | | 0991 | BIOL 31 | 3.00 | |
| Remove | Active | | 0993 | SOCI 1 | 3.00 | 3/3 |



Example #2: Status: Permission Granted

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Student Portal Home

Apply

Add/Drop/Register

Manage my Waitlist

View Grades

Purchase Optional Fees

Pay Fees

Registration Policies

Schedule of Classes

Help

Contact Us

CA Voter Registration

Log off

Use this option if you would like to register for OR remove sections on your waitlist.

NOTE: Waitlists are only available until the start of classes. After your class begins, the waitlists will freeze and you must obtain a late add code from your instructor.

| Action | WaitList Status | Expiration Date | Sect Nbr | Course Title | Units | Rank | |
|------------------------|--------------------------|--------------------|-----------|--------------|--------|------|-----|
| | Student Dropped | | 0890 | DANC 15A | 1.00 | | |
| | Student Dropped | | 0894 | SOCI 1 | 3.00 | | |
| | Permission Expired | 3/18/2018 | 0912 | SOCI 1 | 3.00 | | |
| | Permission Expired | 3/18/2018 | 0908 | DANC 15A | 1.00 | | |
| | Permission Expired | 3/20/2018 | 0911 | ENGL 1A | 3.00 | | |
| | Permission Expired | 3/27/2018 | 0940 | DANC 15A | 1.00 | | |
| | Section Added | | 0942 | DANC 15A | 1.00 | | |
| | Permission Expired | 3/27/2018 | 0945 | SOCI 1 | 3.00 | | |
| | Student Dropped | 3/11/2018 | 0891 | ENGL 1A | 3.00 | | |
| | Student Dropped | | 0963 | DANC 15A | 1.00 | | |
| | Permission Expired | 4/9/2018 | 0966 | SOCI 1 | 3.00 | | |
| | Section Added | | 0976 | DANC 15A | 1.00 | | |
| | Student Dropped | 4/18/2018 | 0978 | ENGL 1A | 3.00 | | |
| | Student Dropped | | 0990 | ENGL 1A | 3.00 | | |
| | Student Dropped | | 0991 | BIOL 31 | 3.00 | | |
| | Student Dropped | 4/29/2018 | 0988 | DANC 15A | 1.00 | | |
| | Student Dropped | 5/1/2018 | 0992 | BIOL 32 | 1.00 | | |
| Remove | Register | Permission Granted | 5/18/2018 | 0993 | SOCI 1 | 3.00 | 1/3 |



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