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.

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!**

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.

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

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

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.

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

Currently logged in as: **Kristin Darken**

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

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

Wednesday, May 16, 2018