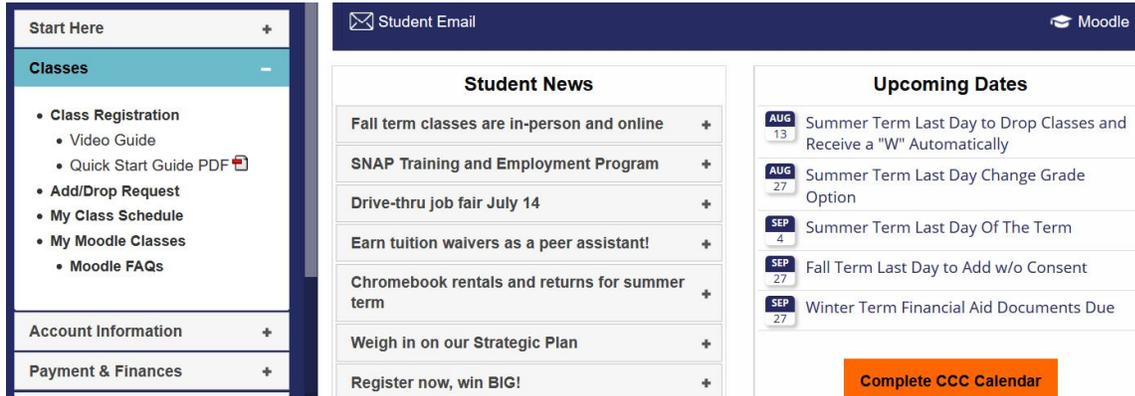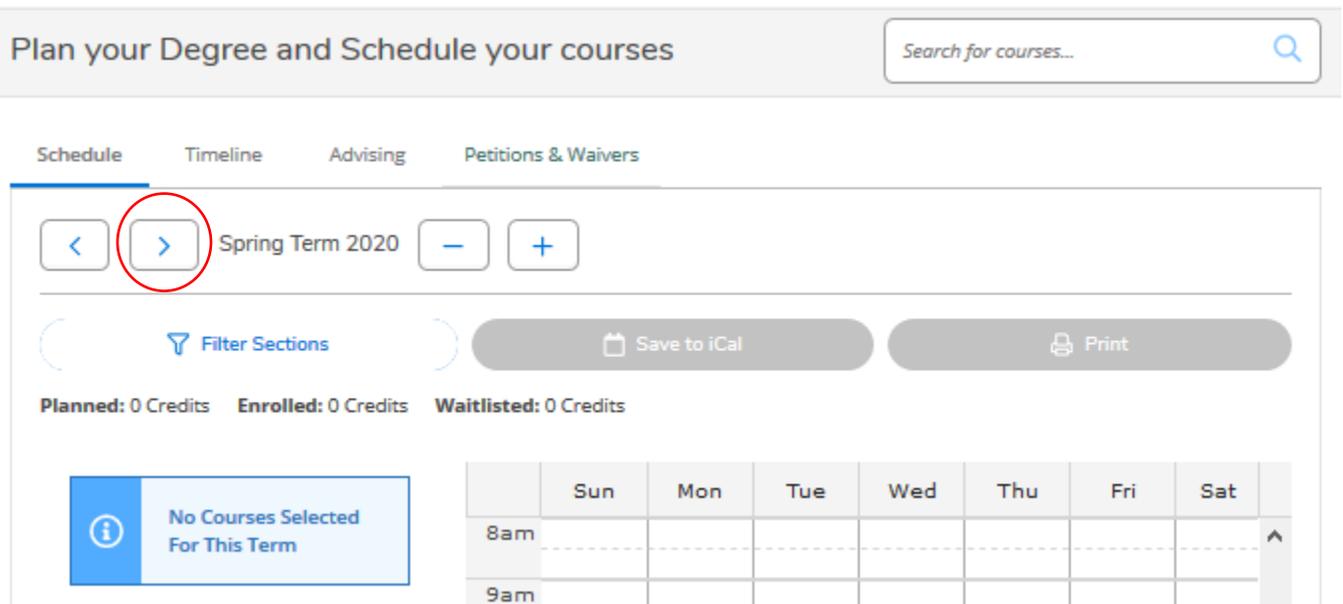# How to be Added to a Waitlist

*As you register for your classes, if a class appears to be full (no seats left), you can be added to a waitlist. **If a seat becomes available, you will receive an email in your CCC email. You will have 48 hours to register for this class.** After 48 hours, the seat will go to the next student on the waitlist.

1. **Go to my.clackamas.edu.**
2. **Log-in using your CCC user log-in name and password.**

   *If you do not know this, please contact Registration@clackamas.edu or call 503-594-6074.
3. **On the left hand side, select "Class Registration".**

4. **Log-in again using your CCC user log-in name** (do not include "@student.clackamas.edu") and your password.
5. **Select "Student Planning."**
6. **Select "Go to Plan & Schedule"** (typically on the right hand side).
7. Depending on the term you're hoping to register for, **you may need to select the right arrow to toggle over to the appropriate term you are hoping to register for**.

8. Once you have found the term you are registering for, **scroll down on the far left side to see all your planned classes**.

9. If a class appears to be full, there will be "0" (zero) seats left or it will indicate a waitlist. **To be added to this class, select the waitlist button** (which will be in place of the 'register' button).

10. **You can also select "View other sections"** to see if there is another section that still has available seats and fits with your schedule.

11. **If you find a different section that has available seats, click on the box for the class to register**. A small window will appear; you will then **select "Add Section."**
12. If you have general questions pertaining to the waitlist, please see information below or contact the Advising Center at advising@clackamas.edu or call 503-594-3475.

The following conditions may affect your eligibility for wait list placement:
- Wait list capacity has been met.
- There is a "hold" on your student record that restricts registration.
- There are course restrictions in place such as "instructor consent."
- You are already registered in another section of the same course.
- There is a time conflict with the course you have selected.
- You have reached the maximum number of credits allowed (18) without additional authorization.
- Class has already begun.

Wait List FAQs

What are my chances of getting into a course if I am on a waitlist?
It depends. Many times courses have students who register and then drop the course before the term begins. If you are near the top of the waitlist and there are still a few days before the start of the term, it is more likely that you may get a seat in the course. However, if you are near the bottom of the waitlist, your chances are much less likely. If there are still multiple weeks (or months) before the term begins, the basic recommendation is to check your myclackamas email DAILY to see if your waitlist status has changed.

Can I be on a waitlist if there is time conflict (either with another waitlisted course or a registered course)?
No, you cannot be on a waitlist if there is a time conflict with another registered course or waitlisted course.

Can I be on multiple waitlists for the same course?
No, you can't be on multiple wait lists for the same course.

Can I be on a waitlist if I would exceed the maximum credit hours when allowed into that course?
While the system might allow you to be on a waitlist initially, you will **never** be moved into the course from the waitlist if that course would put you over the maximum credit hours available to a student- which is 19 credits. You will be dropped from the waitlisted course with no notification if, at the time a seat is available, the system cannot automatically move you to the course as a registered student because it would put you over the maximum credit hours.

Can I register for a course or for a waitlist if I haven't met required placement test scores and/or the course prerequisite(s)?
No, you cannot register for a course or for a waitlist if you have not met the prerequisite(s) or are not in progress towards successfully completing the prerequisite(s) for that course.

How often should I check on my waitlist status?
Daily. The system will check your status and automatically update your registration once per day- usually overnight- so you do not need to check your status more often than once per day. You can check your waitlist status and position by looking at Manage My Waitlist under the Registration tab in myClackamas.

Will I find out if I a space opens in the course?
Yes, an electronic notification will be sent to your CCC email as soon as a space opens up. It is recommended that you check your CCC email daily to look for this notification as well as other important notifications that come from the College. You have just 48 hours to register. The subject line of the email will contain specific information such as: Notification of Registration Change.

What if I don't get into a course for which I am waitlisted?
If you do not get into a course for which you are waitlisted, you have the following options.
1. Take the course another term.
2. Drop yourself from the waitlist and find another course to take that has seats available.
3. Attend the first day of course and attempt to get placed into the course through instructor permission. You will need to speak with the instructor for further instructions. If it's an online course, you can email your instructor the first date of the term regarding your waitlist status, to ask if space is available.

If a registered student does not show up to the first full week of the course, the instructor can offer that seat to someone else and will use the waitlist order to determine who should be added to the course.

How late can I register for the waitlist and still be moved into a course?
The automatic transfer from the waitlist will end 5pm the Sunday prior to the start of the term for courses that start the first week of the term. For courses starting after the first week, the automatic transfer from the waitlist will end two days prior to the beginning of term.