

Student Guide: Waitlists and Late Adds



Join a Waitlist

Important Information:

- You will need your YCCD account (Campus ID and Password). You must complete all Required Agreements every term before you can register.
- Check your email and Self-Service regularly so you know your place on the Waitlist and if you are enrolled.
- Attend the first day of class even if you have not yet been added to the class and ask your instructor for Add Authorization. For online courses, email your instructor. Students who do not attend the first day of class or contact the instructor may lose their position on the Waitlist.

1. Log in to **Self-Service** and click on **Course Search**.
2. Enter the criteria you want to use to find classes. The more criteria you enter, the fewer classes will appear in your search. The less criteria you enter, the longer it will take for the list to load. Click **Search** at the bottom. The classes that meet the criteria for the search will display.
 - The Status column displays if a course is Waitlisted - all seats are full and there is a line to add the class.
 - The Availability column displays the Available Seats, Class Capacity, and # of Waitlisted Students.

Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Availability
Waitlisted	ENGL-1A-W8743	College Comp/Read		1/22/2024-5/24/2024	Woodland Community College	T, Th 10:00-11:50 AM 1/22/2024 - 5/24/2024 W800 W-841 (LEC02)		0 / 27 / 1

3. Click on the class you are interested in. If a course is full, a Waitlist message will appear. Click **Add Section** to be added to the Waitlist. When a seat opens the next person on the Waitlist will be automatically added to the class.

Section Details

ENGL-1A-D9243
College Comp/Read
Fall 2022

Instructors: [redacted] (yccd.edu)

Meeting Information: 10/14/2022 - 12/16/2022
Online - Yuba, Yuba College Internet NET (Lecture - Asynchronous Online)

Dates: 10/14/2022 - 12/16/2022

This section has a waitlist.

Seats Available: 0 / 27 / 0

Waitlisted: 0

Credits: 4

Grading: Graded

Requisites: Satisfactory completion of: ENGL 51 or ENGL 56 Or by placement. - Must be completed prior to taking this course.

Course Description: An introductory course offering instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent

Close Add Section

ENGL-1A-D9243: College Comp/Read

Satisfactory completion of: ENGL 51 or ENGL 56 Or by placement. - Must be completed prior to taking this course.

✓ Waitlisted

Credits: 4 Credits
Grading: Graded
Instructor: [redacted]
10/14/2022 to 12/16/2022
Waitlisted: 1 (Rank: 1)

Meeting Information

Drop Waitlist

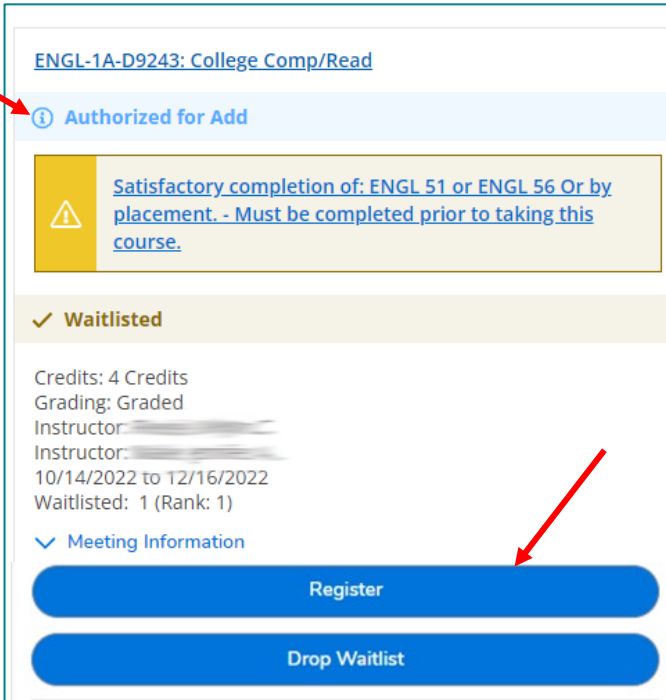
View other sections

Late Adds: Enroll with Instructor Authorization

If you are on the Waitlist when the class begins, you should speak with the instructor about joining the class. Make sure to attend in person classes and email the instructor for online classes. Follow the steps below if an instructor gives you authorization to add a closed class.

Important Information:

- You must wait until the first day of class to register if you have been authorized to add. Instructor permission will not work until the class has begun.
 - During the first week of the term, you must be on the waitlist to use authorization to add. If you are not on the waitlist, authorization will not work until the 2nd week.
 - You will be able to enroll 15 minutes after your instructor gives you authorization to add and you have added yourself to the Waitlist. Instructors usually only allow late enrollment within a certain timeframe. Enroll early to ensure your success in the class.
 - Instructor authorization will expire the day before Census. You must enroll yourself before then, or you will not be permitted to enroll.
1. Log in to **Self-Service** and click on **Student Planning**. Click on **Go to Plan & Schedule** at the top right.
 2. When your instructor gives you authorization to add the **Register** button will appear. Click **Register** to enroll in the class.



The screenshot displays a course page for ENGL-1A-D9243: College Comp/Read. A red arrow points to the 'Authorized for Add' status indicator. Below this, a yellow warning box contains the text: 'Satisfactory completion of: ENGL 51 or ENGL 56 Or by placement. - Must be completed prior to taking this course.' The course is marked as 'Waitlisted' with a checkmark. Course details include: Credits: 4 Credits, Grading: Graded, Instructor: [redacted], 10/14/2022 to 12/16/2022, and Waitlisted: 1 (Rank: 1). A blue 'Register' button is highlighted with a red arrow, and a 'Drop Waitlist' button is visible below it.