

WAITLIST PROCESSES & PROCEDURES

How to Be Put on a Waitlist

If a course section is full and it is a waitlist-eligible course (Note: not all of our courses have waitlists), students may ask to be put on the section's waitlist. If a student is a full-time student, he/she should do this through the Advisement Office (LH). Part-time students may be waitlisted through the Admissions/Registration Office (VH) as long as the course will not take he/she to full-time status with the waitlist enrollment. Students who have been approved for online registration will have the option to waitlist themselves during the online registration process.

Please note, students may only waitlist themselves for 1 of the course's section offerings (i.e., ENGL 101 A only...not ENGL 101 A and ENGL 101 B).

What Happens Once You are on a Waitlist?

Once you've waitlisted yourself through the registration process (online, with an Advisor, or through Admissions/Registration) AND you have been approved for online registration, you can manage your waitlist through the Jaguar Spot/Online Student Services.

If you have not been approved for online registration and you are on a waitlist, DACC staff members will contact you if a seat becomes available. Students must call and drop the section if they no longer want the seat. In some instances, DACC staff members will not be able to register the students (for the waitlisted section) due to a time conflict with another course or when the staff member is not sure which section the student prefers.

View Your Waitlisted Sections	Step 1: Go to the Jaguar Spot/Online Student Services Step 2: Go to the Student menu Step 3: Select the Manage My Waitlist from the Academic Plan – Registration options.
Remove Yourself from a Waitlist	Step 1: Go to the Manage My Waitlist area Step 2: Select Remove from the drop-down action box in front of the section waitlist that you want to be removed from. Step 3: Click on SUBMIT.
Getting a Seat in the Waitlisted Section	Students Approved for Online Registration: Once you are waitlisted, the online services will automatically enroll you in the waitlisted section(s) if a seat opens up in the section requested. An e-mail will be sent to your DACC e-mail account to confirm the registration. Students Who Have <u>Not</u> Been Approved for Online Registration: When a seat opens, the Registration office will contact you by phone or DACC email. You must respond within 3 days or your seat will be given to the next student on the list. Lack of response will also remove your name from the waiting list.
Important Notes About Waitlists	<ul style="list-style-type: none">• Students are only allowed to waitlist themselves for 1 section of a course (per term).• All course sections will NOT be eligible for the waitlist option. See a list of the sections that are not available to be waitlisted on the Jaguar

Spot/Instructions for Jaguar Spot Services. Classes with the lecture and lab built together will be eligible for waitlists. Any class that requires a separate lab will only be eligible for waitlists through a DACC employee. [Link to Classes Not Eligible for Waitlist](#)

- Once you are waitlisted, the online services will automatically enroll you in the waitlisted section(s) if a seat opens up in the section requested. An e-mail will be sent to your DACC e-mail account to confirm the registration.
- **If you do not want the seat anymore, the e-mail will refer you to the Jaguar Spot where you can drop the section.**
- All waitlist requests that are not filled will be automatically dropped during the first week of the course section.
- It is the student's responsibility to remove his or herself from the waitlist or the course section if enrolled!
- Waitlisted seats that are not filled will be removed once the class starts.
- **Checking your DACC e-mail account on a regular basis will be required to utilize the waitlist system and manage your DACC student accounts successfully!**