

WAITLIST PROCEDURES

- SPSCC maintains a waitlist for all courses if they become full except for classes with a WOL section.
- Students may add themselves to the waitlist via the web or at the Enrollment Services office between Advising Day and the week before classes begin.
- If an opening occurs in a class the student at the top of the waitlist will automatically be enrolled in that class. Students are placed on the waitlist in chronological (first come, first served) order.
- Students can be on a maximum of **4** waitlists at a time.
- **Once enrolled in a course off the waitlist students have 1 business day to make any adjustments to their schedule necessary to resolve time, credit load or duplicative section conflicts.**
- Our waitlist job runs at **7 am on college operational days**. Check your class schedule after 8 am on college operational days so that you can adjust your schedule within the 1 business day deadline.

The waitlist will turn OFF on:

- **Fall – Spring** **The Thursday before classes begin**
- **Summer Quarter** **The Monday before classes begin**

STUDENT'S RESPONSIBILITIES

- The college provides a courtesy email only when the student is actually enrolled in the class not when waitlist position changes. This email is sent to the student's @my.spscc.edu email account. However, it is still the student's responsibility to check the waitlist on a daily basis. If a student does not receive the courtesy email, this does not alter the student's responsibilities.
- Students have **1 business day** following registration into a class from the waitlist to make a payment and adjust their schedule if necessary. It is the student's responsibility to monitor their status and pay any additional fees.
- Students are responsible for making sure their schedule is accurate by dropping any unwanted classes. Failure to do so may result in a failing grade being posted to their transcript and possible additional tuition and fees.

HOW TO CHECK YOUR WAITLIST STATUS

1. Go to www.spscc.edu
2. Click on **Current Students**
3. Click on **mySPSCC Portal**
4. Log in using your **SPSCC email address** and your **password** you created for your email account
5. Look under the **View/Edit Schedule Box**. Your waitlisted courses will be listed underneath your current class schedule with your waitlist status.

If a course no longer shows on the waitlist section, you have been enrolled into that class. The class should now appear in your class schedule. Check your waitlist status **AT LEAST ONCE A DAY!**

Students could be removed from the waitlisted class if any of the following is true:

- The student becomes enrolled in more than 18 credits **without** an Excess Credit Request form on file for the specific quarter.
- The student has any outstanding tuition balance unless they are on a payment plan.
- The student has a financial aid fine.
- The student has a combination of bookstore fines, parking fines, and/or library fines that totals in excess of \$250.00. Come to the One Stop in building 22 to ensure that you don't have a block on your student account.
- The student has been Academically Dismissed.
- The student has not met the prerequisites for the class.
- The student is enrolled in 2 or more different sections of the same class.
- Not making payment for a waitlisted class within 1 business day after tuition due date.

How to Log into the mySPSCC Portal

Your mySPSCC Portal provides you information about your account registration status including your registration day and time, advisor assignment, current class schedule and account balance information.

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How to Register & Waitlist for Classes

PLEASE SEE THE REVERSE SIDE OF THIS DOCUMENT FOR IMPORTANT WAITLIST INFORMATION

1. Go to www.spscc.edu
2. Click on **Current Students**.
3. Click on **mySPSCC Portal**
4. Log in using your **SPSCC email address** and your **password** you created for your email account
5. In the **Register your plan box**, click on **Browse Classes**. You can filter by location, department, class format and/or General Education requirements. You can also filter by **Open Only** which will only display courses that still have seats remaining.
6. If a class is open, it will show available seats. If it is running a waitlist it will tell you how many students are already waiting. Click on an individual class to view more detailed information.
7. Click **Add To Plan** to add the sections to your plan. You can add open classes and those you wish to waitlist for if they are closed.
8. Once you have selected all the courses you wish to register or waitlist for, hover over the blue **Registration Tab** at the top of the Class Schedule and click **Register**.
9. Click **Register Plan**.
10. The status column will change from **In Plan** to **Registered** for any classes you are able to enter into.
11. If any courses are full and running a waitlist, you will be asked if you wish to go onto the waitlist.
12. If any courses have an unmet prerequisite that you feel you have already met (ex: You want to enroll in English 102 and you took English 101 at another college) and it asks for an Entry Code, go to www.spscc.edu/start/advising and click on the **Entry Codes** link for more information.

You may also register for classes in person using a registration form in building 22.

How to Drop Classes in mySPSCC Portal

1. Go to www.spscc.edu
2. Click on **Current Students**
3. Click on **mySPSCC Portal**
4. Log in using your **SPSCC email address** and your **password** you created for your email account
5. Hover over the blue **Registration Tab** at the top of the Class Schedule and click **Schedule**.
6. Click the radio button box next to the classes you wish to drop.
7. Click **Remove Selected Items**.