Wait Listing 101

The Wait list process allows students to place their names on a Wait list for select closed courses. If an opening occurs, an e-mail is sent to the first student on the Wait list informing the student that he/she has a certain amount of time to register for the course (usually 24 hours after the e-mail is sent). The Wait list process is only available through Webgate.

How to get on a waiting list for a closed class using Webgate

A selected number of courses, when full, have the option of an automated Wait list.

PHASE ONE:

To add your name to a Wait list, please follow the instructions below:

1. Log into Webgate
2. Click on the Student Tab
3. Click on Registration and select Look up Open Classes
4. Select a Term and Submit
5. Locate the CRN of the closed class and select Register
6. Enter the CRN of the full class and click on Submit Changes
7. You will receive a registration add error
8. Under Status, you will see the class is closed and the number of students currently on Wait list status
9. In the Action box, click on the drop down arrow and select Wait Listed and click on Submit Changes
10. Review your Current Schedule – status should say Wait Listed
11. If correct, click on Submit Changes
12. You do NOT pay any fees associated with a course in which you are in Wait listed status
13. To view your Wait list position: While still logged into Webgate, click on the Student Tab
Click on Student Detail Schedule. View the course, the date you added to the Wait list, and
the wait list number

PHASE TWO:

Once you are Wait listed, it is your responsibility to check your WCCCD student email
account at least once daily.

1. Log into Webgate and Click on the View your Email link.

2. If space becomes available before the first class meeting of the course, you will receive a
notification that room has become available in the course.

3. You only have 24 hours from when the email was sent to you to add the course.

4. Should you not add the course within the 24 hour time frame, your name will
automatically be removed from the Wait list and a notification will be send via email.

How to Add a Course from the Wait List

PHASE THREE:

To add a course in which you have received notification you must act within the 24 hour
time frame. These instructions are valid before the course begins:

1. Log into Webgate

2. Click on the Student Tab

3. Click on Registration and select Add/Drop

4. Select a Term and Submit

5. Find the wait listed course located in your current schedule – do NOT enter the CRN

6. In the action box located next to the course, select Web Registered and click on Submit
Changes

7. Review your current schedule – status should say Web Registered

8. If correct, click on Submit Changes and proceed to pay fees

9. Submit all fees associated within the allotted time frame

10. Failure to pay fees may result in a drop for failure to pay and you will not automatically
be added to the Wait list again.