



When priority registration begins for a term, students will have the opportunity to enroll, via the *myCuesta* web portal, in an available waitlist seat for a closed class. Students must meet all registration requirements for the course, including prerequisites and co-requisites, prior to registering for a waitlist seat. If a student drops and a seat opens, the first waitlisted student will be notified via their *myCuesta* Student email account and has 24 hours to register for the class. If you do not register before the notification period expires, you will be removed from the waitlist. Students should monitor their *myCuesta* student email twice daily, morning and evening. **It is the student's responsibility to register once notified and pay applicable fees owed.**

### ***Do all classes have a waitlist?***

The majority of classes have waitlist seats. The number of waitlist seats assigned to a CRN varies (75% of assigned seat capacity). A CRN with a maximum of 24 seats for the class will have 18 (75% of 25) waitlisted seats assigned.

Some courses do not have waitlists such as courses indicating "Department Approval" or identified as "Restricted" status due to special admission requirements noted in the class description. Courses flagged as "Department Approval" are typically in the Nursing Allied Health Division such as PSYT, LVN, RN, or designated EMS classes. Cross-listed classes do not have waitlists and are typically mediated Math courses.

### ***How do I place myself on a waitlist?***

During priority or open online registration, login to *myCuesta* – Student Self Service. Click on Enter CRNs tab and enter submit CRN for the course. In Summary (lower right), a Pending "Web Registered" Action status will appear – click the Submit button. You will receive an "Errors Preventing Registration" message. Under Action drop-down, select "Wait Listed" and then click Submit button. You are officially waitlisted when the "Waitlisted" is listed under Status.

### ***Will I be charged for the class when I enroll in a waitlist seat?***

No. There is no charge for a waitlist (WL) seat. Once you move from the waitlist to a web registered seat, you will be assessed all registration fees due for the course and may pay online in *myCuesta*.

### ***Can I place myself on the waitlist pending prerequisite clearance? I am just finishing the prerequisite class at another school and my final grades aren't available yet.***

No. Prior to registering, you must have met prerequisite requirements and received confirmation from the Prerequisite Office that you are cleared to register before placing yourself on a waitlist.

### ***Can I place myself on multiple waitlists?***

Yes. You can be on multiple waitlists as long as they are for different courses and do not overlap in meeting times with other waitlisted or enrolled classes already on Summary/Schedule. You can only be on one waitlist in one CRN (section) of the same course.

***Is there a limit to how many waitlists I can be on?***

Yes. You are limited to a maximum of 9 credits for the summer session and 19 credits for the spring/fall semesters. Credits include classes that you are registered for as well as courses you are waitlisted. Note: Dual Enrollment/Enrichment students are limited to a maximum of 9 credits in Summer; 11 credits spring/fall semesters.

***Can I see my position on the waitlist?***

Yes. In the *myCuesta* – Register for Classes – Find Classes tab, go to Student Details tab on the lower left. Your Waitlist Position will be listed under Message. If your Waitlist Position is -0- that means you are within the 24 hour notification reservation period and must register by the Notification Expires deadline.

***What if I miss the 24 hour deadline to add the class after a seat opens?***

You are automatically dropped from the waitlist and the next waitlisted student will be notified if you do not register for the seat reserved for you within the notification period. You may re-enroll on the waitlist and be placed at the end of the list to return to the notification queue.

***Can I be on a waitlist as backup if I'm already enrolled in another CRN that's not my original choice?***

No. You cannot be registered for one CRN of the class and enrolled or waitlisted in another CRN of the same class.

***Can I place myself on a waitlist for a class I've taken but haven't passed with a C or better?***

Yes, if this is your second enrollment. If this is your third attempt and you previously received two substandard grades or a "W" for withdrawal, you will be blocked from registering for your third enrollment. You will be directed to Cuesta's [repeat policy](#) at the time you register.

***Can I register in-person for a waitlist seat?***

No. Students enroll online in *myCuesta* for available waitlist seats.

***Can I see if I've moved up on the waitlist from the time I registered?***

Yes. In the *myCuesta* – Register for Classes – Find Classes tab, go to Student Details tab on the lower left. Your Waitlist Position will be listed under Message. If your Waitlist Position is -0- that means you are within the 24 hour notification reservation period and must register by the Notification Expires deadline.

***What do I do if I'm still on the waitlist when the class starts?***

You must attend the first class meeting to be considered by the instructor to late add the course. Enrollment is not guaranteed. It is the instructor's discretion to issue add codes to waitlisted students after the class begins.

***How do I register with an add code if I'm still waitlisted?***

You must drop/delete yourself from the waitlist, resubmit the CRN, and will then be able to confirm the add code. Click here for [step by step directions to enter add code from waitlist](#).