



Chabot-Las Positas Community College District

Waitlist Frequently Asked Questions for Students

Revised May 2012

Before the start of instruction at Chabot College and Las Positas College, if a class is closed, you may place yourself on a waitlist anytime on or after your priority registration date. **If a student drops and a seat becomes available, you will be notified via your Zonemail student email account that you have 72 hours to register for the class.** If you do not register before the notification expires, you will be removed from the waitlist. It is recommended that you monitor your waitlist status regularly on The Zone or CLASS-Web, in addition to checking your Zonemail. To ensure that your waitlist notifications reach your inbox, add **clpwlist@apollo.clpccd.cc.ca.us** to your email address book.

It is the student's responsibility to REGISTER ONCE NOTIFIED and pay any additional fees.

1. What is a waitlist?

A waitlist is a registration feature available in The Zone and CLASS-Web. It is a way to prioritize the enrollment of students after a class has reached its enrollment limit. Prior to the start of instruction, if a class is closed because it has reached its enrollment limit, students may place themselves on a waitlist. As seats become available, students are notified by email to register via The Zone or CLASS-Web. Students can monitor their waitlist status in The Zone or CLASS-Web.

2. How do I place myself on a waitlist?

In The Zone or CLASS-Web, go to Add/Drop Classes and register for a class. If the class is closed and has a waitlist, you can add yourself to the waitlist under "Registration Add Errors".

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade | Mode | Title |
|-----------------------|--|-------|------|------|-----|---------------|-------|------------|----------|-----------------------------|
| Closed - 0 Waitlisted | <input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Wait List"/> | 10151 | HIS | 8 | A61 | Undergraduate | 3.000 | Grade only | (Letter) | US History Post-Reconstruct |

3. What happens if a waitlist is full?

If both the class and the waitlist are full, you should look for another section to add. As students drop and students on the waitlist are notified, waitlist seats may become available. You can view availability of classes on The Zone or CLASS-Web.

4. Can I place myself on the waitlist if I don't meet the prerequisite/corequisite?

No. If you do not meet the prerequisite or corequisite for a class, you cannot place yourself on a waitlist.

5. If I put myself on the waitlist, will that satisfy the prerequisite for an upcoming course?

No. You must be registered to satisfy a prerequisite for a course in which you wish to enroll for an upcoming term. For example, being on the Summer waitlist for Math 20 does not satisfy the prerequisite for Math 1 in the Fall.

6. Can I place myself on the waitlist if there is a time conflict with my current schedule?

No. You cannot place yourself on a waitlist if the class overlaps with any class in which you are already enrolled.

- 7. Can I place myself on a waitlist for one class and enroll in another section of the same class as a backup?**
No. You cannot be registered for one section of a class and waitlisted into an additional section of the same class.
- 8. What if the class doesn't have a waitlist?**
Not all classes will have waitlists. If a class is closed and does not have a waitlist, you should look for an open section.
- 9. Can I see my position on the waitlist?**
You can always check The Zone or CLASS-Web to see your current position on a waitlist. The position number changes as students drop; therefore, it is important to check your waitlist position on a regular basis.
- 10. How do I get registered in a class from the waitlist?**
If you are at the top of the waitlist and a student drops, a seat becomes available and an email is sent your Zonemail account notifying you to register. Log on to CLASS-Web or The Zone and select ****Register**** from the Action drop-down box for the waitlisted class in your Current Schedule. **You will have 72 hours to register from the time the notification is sent to your Zonemail.** If you do not register within the allotted time, you will be removed from the waitlist.

| Current Schedule | | | | | | | | | |
|-----------------------------|---|-------|------|------|-----|-------------|-------|---------------------|------------------------------|
| Status | Action | CRN | Subj | Crse | Sec | College | Cred | Grade Mode | Title |
| Waitlist #0 on May 09, 2012 | <div style="border: 1px solid black; padding: 2px;"> None Drop Class ** Register ** </div> | 20487 | CIS | 75 | FT1 | Las Positas | 0.000 | Grade only (Letter) | Office Technology/Communicat |

| Current Schedule | | | | | | | | | |
|---|--------|-------|------|------|-----|-------------|-------|---------------------|------------------------------|
| Status | Action | CRN | Subj | Crse | Sec | College | Cred | Grade Mode | Title |
| **Web Registered** on May 25, 2012 | None | 20487 | CIS | 75 | FT1 | Las Positas | 1.000 | Grade only (Letter) | Office Technology/Communicat |

- 11. What happened to Add Authorization Numbers?**
Students who remain on the waitlist at the start of instruction and who still wish to add should attend the first class meeting to be considered for adding into the class if space is available. Online students should contact the instructor directly via email or telephone. Instructors will issue add authorization numbers to students in order that they appear on the waitlist. If space is still available after the waitlist students have been added, or if a class has no waitlist, instructors may issue add authorization numbers to students based on priority numbers.
- 12. What if I don't have an email address?**
All students at Chabot College and Las Positas College are given a Zonemail email account when they apply for admission. Zonemail is accessible by logging on to The Zone. You can choose to forward email from Zonemail to an email address of your choice. Go to <http://www.clpccd.org/tech/documents/ZoneHelp2010.pdf> for more information about Zonemail.
- 13. What if I want to remove myself from a waitlist?**
To remove yourself from a waitlist, go to Add/Drop Classes in The Zone or CLASS-Web and drop the class the same way you would if you were dropping a class in which you are already enrolled. If you change your mind, you may place yourself on the waitlist again, but you will added to the bottom of the list.

14. Can I place myself on multiple waitlists?

You can be on multiple waitlists as long as they are for different classes. You can only be on the waitlist in one section of any given course, provided you are not already registered in that course.

15. Will I be charged any fees for being on a waitlist?

You are not charged for being on a waitlist. Fees will be assessed once you register for the class.

16. How many students can be on a waitlist?

Waitlist capacity may vary. Once a waitlist is full, students attempting to register for a course will receive a message indicating that the waitlist is closed.

17. Can I place myself on a waitlist if I'm already enrolled in 18 units?

You cannot put yourself on a waitlist if adding the class puts you over the maximum unit load of 18 units.

18. Can I place myself on a waitlist for a class I've taken but haven't passed?

If you are registering for a class in which you've already received a substandard grade, you may place yourself on a waitlist, as long as you haven't repeated the class more than twice.

19. What email(s) will I receive?

An email notification will be sent to your Zonemail address as soon as a seat becomes available. The email will include registration instructions and the expiration date and time of the notification. You should register as soon as you receive this email.

From: clpwlst@apollo.clpccd.cc.ca.us
Subject: Waitlist Notification for 19999

Dear STUDENT,

You have been moved to the top of the waitlist for ENGL 1A CRN# 19999 for Summer 2012, and a seat is now available.

You must register within 72 hours* from the time this message was sent (**register by 01-JUN-2012 07:01 AM **) to secure your space in this class. Failure to do so will result in your name being removed from the waitlist.

If you wish to register, follow these steps for The Zone:

1. Go to <http://thezone.clpccd.edu> (You may also access The Zone through the College's website)
2. Enter your Student ID ("W") Number and PIN, then click Login
3. Click on the "Student Services" tab
4. Under Registration Tools, click on "Add or Drop Classes"
5. Select the registration term and click Submit
6. Select "Register" in the Action Box for this CRN
7. Click on Submit Changes

For more information, go to The Zone and click on the Waitlist FAQ link.

Do not reply to this system-generated email. If you have any questions or concerns about your course registration, please contact the Admissions and Records Office at (925) 424-1500 for Las Positas, or (510) 723-6700 for Chabot.

*Please note that waitlists may close up to 48 hours prior to the first day of class. Please register ASAP.

Before the notification expires, if you haven't yet registered, a second email will be sent to your Zonemail address reminding you to register.

From: clpwlst@apollo.clpccd.cc.ca.us
Subject: Waitlist Reminder ENGL 1A-089

Dear STUDENT,

Waitlist Reminder: ENGL 1A-089 CRN#19999 - Expires Thu 06/01/12 07:01am

We recently notified you that you have been moved to the top of the waitlist for this class, and a seat is now available.

ALL WAITLIST NOTIFICATIONS ARE SENT TO ZONEMAIL

You must register by the deadline to secure your space in this class. Failure to do so will result in your name being removed from the waitlist, and the seat being offered to the next student on the waitlist.

If you wish to register, follow these steps for The Zone:

1. Go to <http://thezone.clpccd.edu> (You may also access The Zone through the College website)
2. Enter your Student ID (W) Number and PIN, then click Login
3. Click on the Student Services tab
4. Under Registration Tools, click on Add or Drop Classes
5. Select the registration term and click Submit
6. Select Register in the Action Box for this CRN
7. Click on Submit Changes

For more information, go to The Zone and click on the Waitlist FAQ link.

Do not reply to this system-generated email. If you have any questions or concerns about your course registration, please contact the Admissions and Records Office at (925) 424-1500 for Las Positas, or (510) 723-6700 for Chabot.

*Please note that waitlists may close up to 48 hours prior to the first day of class. Please register ASAP.

If you receive a waitlist notification within 48 hours prior to the first day of instruction and do not register when the instructor closes the waitlist, an email will be sent to your Zonemail address with instructions if you still want to attempt to add the course.

From: clpwlst@apollo.clpccd.cc.ca.us
Subject: Waitlist Update ENGL 1A-089

Dear STUDENT,

Waitlist Update: ENGL 1A-089 CRN#19999

You are waitlisted in the class listed above, and the instructor has recently closed the waitlist for this class. You are not yet registered in this class.

You must attend the first class meeting to be considered for adding if space is available.

If there is space to add students in the class on the first day of instruction, instructors will issue add authorization numbers to students in the order they appear on the waitlist.

If you are waitlisted in an ONLINE class with no in-person meetings, you must email your instructor by midnight the day prior to the first day of class. Be sure to include the CRN, Subject, and Course in the "Subject:" line of your email.

For more information, go to The Zone and click on the Waitlist FAQ link.

Do not reply to this system-generated email. If you have any questions or concerns about your course registration, please contact the Admissions and Records Office at (925) 424-1500 for Las Positas, or (510) 723-6700 for Chabot.

For further information regarding waitlists or registration:

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|--|---|
| <p>Chabot College Office of Admissions & Records Building 700 (510) 723-6700 ccarcom@chabotcollege.edu</p> | <p>Las Positas College Office of Admissions & Records Building 700 (925) 424-1500 lpcarcom@laspositascollege.edu</p> |
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For assistance with Zonemail or registration via The Zone:

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| <p>The Help Zone (925) 424-1710 helpzone@clpccd.org http://www.clpccd.org/tech/documents/ZoneHelp2010.pdf</p> |
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