Step by Step Guide for Waitlist

Step 1: Click on the “Student Services” Tab

Welcome, SAMPLE STUDENT, to the CLASS-Web Information System
Last web access on Jul 18, 2019 at 01:23 pm

Choose the EXIT option at the top of the page.

Please make a selection from the menu options below.

If your priority number has not yet been assigned, you may still be eligible to register if no holds exist on your record.

Fall 2019 Payment Deadline
- Payment due 6/12 if registered between 4/16-5/31
- Payment due 7/24 if registered between 6/1-7/11

Important: Students will be dropped from their classes if payment is not received by this deadline date.

Are you planning to register for a transfer-level English or Math class?

Be sure to complete the Informed Course Selection or Guided Self-Placement for your College.
Step 2: Click on the “Registration” link

Step 2

Please select one of the menu items below to begin.

Student Waitlist FAQs (opens in new window)

***All waitlist notifications will be sent via Zonemail.***

Registration
- Add or drop classes;
- Withdraw from classes;
- Change your grading option;
- Display your class schedule.

Student Records
- View your holds;
- Display your grades and unofficial transcripts;
- Review charges and payments;
- Review your 1098-T information.

Financial Aid
- Apply for Financial Aid;
- Review the status of your financial aid applications;
- Check status of document requirements.

Check Your Priority Registration Status
- Are you ready for registration? Check here for your current priority date, holds, SSSP services completed [Orientation, Assessment, Student Education Plan].

Pay My Fees Online
- Pay your fees using Visa, MasterCard, American Express or Discover. Before entering your credit card information, please make sure you are using a secure browser session (via SSL).

View Holds
- Student Elections / Student and Staff Surveys
- Vote in your College Election! Check here for college surveys!

Order or Activate a Parking Permit
- Order or activate a semester parking permit. Request it online, pay your fees, and receive it in the mail.

Check Attendance Notification Status
Step 3: Click on the “Add/Drop or Withdraw from Classes” link
Step 4: Select “Term” and Click “Submit”

Select Term

Select a Term: Fall 2019

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Step 5: Enter “CRN” and “Submit Changes” OR Click on “Class Search”

Add/Drop or Withdraw from Classes

Use this page to add or drop or withdraw from classes for the selected term. If you have already registered for one term, those classes will appear in the Current Schedule section. Additional classes may be added to the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops/withdrawals are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Waitlists

**Student Waitlist FAQ** (opens in new window)
**All waitlist notifications will be sent via Zonemail.***
If you are still on a waitlist the first day of class, you must attend the class meeting in order to be added if space is available.

What do I do with this add authorization code?
Enter the CRN for the class you are adding in one of the “Add Classes” boxes below and click the Submit Changes button.
You will be taken to another webpage where you will be asked to enter the add authorization code you received from the instructor.

Pay my fees online

Signing up for an online or hybrid class? Find out more here! (opens in a new window)

Printable Class Schedule

To waitlist a class, enter the CRN on the Add/Drop or Withdraw from Classes page.

Add Classes

CRNs

Submit Changes  Class Search  Reset

View Holds | Registration Fee Assessment - Pay Fees Online | Blackboard Info
The option to waitlist will appear under Registration Add Errors

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Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Sect</th>
<th>Sec Level</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - 1 Waitlisted</td>
<td>None</td>
<td>20695 ANTH 1</td>
<td>002 Undergraduate 3.000 Grade only (Letter) Biological/Physical Anthro</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes

CRNs
Step 6: Click on drop down under action and select “Wait List”

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Printable Class Schedule

To waitlist a class, enter the CRN on the Add/Drop or Withdraw from Classes page.
Your waitlisted class will appear in your current schedule. You can manage your waitlist from the drop and add screen.

If you want to remove yourself from the waitlist, choose the Drop Class option.
Dear First Name,

You have been moved to the top of the waitlist for ANTH 1L, crn#22670, Fall 2019, and a seat is now available.

You must register within 72 hours* from the time this message was sent 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.
If you receive an email notification to register, log on to CLASS-Web & return to Add/Drop screen.

Step 7: Click on “Register” under the Action drop down.

To waitlist a class, enter the CRN on the Add/Drop or Withdraw from Classes page.
You are now registered for the class

Add/Drop or Withdraw from Classes

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Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec College</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Aug 19, 2019</td>
<td>None</td>
<td>22670 ANTH 1L</td>
<td>004 Undergraduate</td>
<td>1.000</td>
<td>Grade only (Letter)</td>
<td>Biological/Physical Anthro Lab</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 1.000