Step by Step Guide for Waitlist

Step 1: Click on the “Student Services & Financial Aid” Tab
Step 2: Click on the “Registration” link

Student Services & Financial Aid

Please select one of the menu items below to begin.

- **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
  - View the status of document requirements

- **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)

- **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

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**ALERT U**

- **Sign Up for Chabot College AlertU Emergency Text Messages**
  - All students, staff, and faculty should register for AlertU text messages in case of campus emergencies. Sign up is simple: On your cell phone, text Chabot to 25777 (AlertU). Reply Y.

- **Sign Up for Los Positas College AlertU Emergency Text Messages**
  - All students, staff, and faculty should register for AlertU text messages in case of campus emergencies. Sign up is simple: On your cell phone, text LPC to 25777 (AlertU). Reply Y.
Step 3: Click on the “Add/Drop or Withdraw from Classes” link

Registration

- Select Term
- Add/Drop or Withdraw from Classes
- Look-up Classes to Add
- Change Class Options
  Change the number of units for a variable unit class; change the grading option for a letter grade or credit-no credit class.
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Check Your Registration Status
- Check Class Deadlines
- Pay My Fees Online
- Pay Fees Online by Credit Card (Visa, MasterCard, American Express, Discover)
- Open Classes Report
- Check your registration priority number
- 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.
- Signing up for an online or hybrid class? Find out more here!
  This will provide you with additional information if you are registered into any Distance Ed (Blackboard) classes.
Step 4: Select “Term” and Click “Submit”

Select a Term: Summer 2011

Submit

Step 4
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 a withdrawal from classes for the selected term. If you have already registered for the term, these classes will appear in the Current Schedule section. Additional classes may be added in 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, 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.

Pay my fees online

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

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

Add/Drop or Withdraw from Classes

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

Pay my fees online

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

### Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - 0 Waitlisted</td>
<td>None</td>
<td>10003 ANTH 1</td>
<td>061 Undergraduate 3.000 Grade only (Letter) Biological/Physical Anthro</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes

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

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 the term, those classes will appear in the Current Schedule section. Additional classes may be added in 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.

Pay my fees online

Sign up for an online or hybrid class? Find out more here! [opens in a new window]
Your waitlisted class will appear in your current schedule. You can manage your waitlist from the drop and add screen.

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 the term, those classes will appear in the Current Schedule section. Additional classes may be added in 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/drop/withdrawals are complete click Submit Changes.

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

Pay my fees online

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

Current Schedule

<table>
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<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>College</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist #1 on Apr 08, 2011</td>
<td>None</td>
<td>10003 ANTH 1</td>
<td>061 Chabot</td>
<td>0.000 Grade only (Letter)</td>
<td>Biological/Physical Anthro</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Waitlist Position

- Minimum Hours: 0.000
- Maximum Hours: 999999,999
- Date: Apr 08, 2011 11:40 am

If you want to remove yourself from the waitlist click on “Drop Class”
Email notification letter

Dear First Name,

You have been moved to the top of the waitlist for History 7, crn#10555, Summer 2011, 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
You are now registered for the class

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 the term, those classes will appear in the Current Schedule section. Additional classes may be added in 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.

Pay my fees online

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<th>Sec</th>
<th>College</th>
<th>Cred Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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<td>Name</td>
<td>10033</td>
<td>ARTH 1</td>
<td>061</td>
<td>Chabot</td>
<td>3.000</td>
<td>Grade only (Letter) Biological/Physical Anthro</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Apr 06, 2011 10:04 am

Add Classes

CRNs