

*Policy Series 6000*  
*Policy 6010*  
**Procedure 6010.21**

**Course Waitlists**

Waitlist Procedure for Class Enrollment

The District uses waitlists during the registration period when a course section has reached capacity. Registering students may choose to be placed on a waitlist. As seats become available, students are offered a seat from the waitlist, by email, in the same order in which they were added.

Students should manage their waitlisted sections from the MyNWCCD portal. When a seat becomes available, the next student on the waitlist is notified by email and, within the established timeframe, may register for the course section. Once the allowable time has passed with no registration activity, their seat on the waitlist expires and the next student on the waitlist is given the opportunity to register.

Students remaining on the waitlist have the option of going to the classroom on the first day of class to ask the instructor if any seats are available. If so, an add form must be completed and returned to Enrollment Services for processing. (Also see *Procedure 6010.19: Course Add Drop.*)

Adoption Date: 8-1-2018

Revision Date:

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