WAITLIST INFORMATION

Frequently Asked Questions:

What is the waitlist feature? Once a class has reached its capacity, the status of the class will change from “Open” to “Closed”. At that time, the waitlist will open, allowing students to have an opportunity to move into the class based on their waitlist rank.

How does waitlisting work?
- While registering on My ChaffeyVIEW, you may place yourself on the waitlist for a class that is closed, provided the option to waitlist is available.
- Students on the waitlist will be contacted via email if a seat opens. Notification is based on waitlist rank.
- Once permission to register is received, the student will need to log into My ChaffeyVIEW and select STUDENTS.
- Select the option “Manage My Waitlist” on the Students Menu. Students can view their waitlist rank and use their permission to register on this page by selecting “Register”.
- Registration is not complete until a student hits SUBMIT.

What else should I know about waitlisting?
- You may only waitlist for one section of a specific course.
- Time conflicts are not checked systematically when a student is waitlisting.
- If your permission expires on Sunday, please try to register BEFORE Sunday, as this day may be reserved for scheduled system maintenance.
- If your permission expires you will be responsible for adding yourself back to the waitlist if it is open.
- Students will be responsible for providing accurate email addresses on My ChaffeyVIEW prior to registering for the course. Check your email address before your register.
- High School Students and Students with Special Petitions must waitlist and register in person at any campus. Bring a copy of your permission email to register. Please see our schedule of classes for office hours.

What if I am taking an online class?
- Once you receive permission to add from the waitlist you will follow the instructions above.
- If a seat does not become available before the first day of instruction, you will need to complete an Instructor Contact Form in order to add the class. The form is available on the Distance Education website at http://www.chaffey.edu/onlineed/Students/Waitlist_or_Add.shtml.

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