

WAIT LIST INFORMATION

Frequently Asked Questions:

What is the wait list feature?

Once a class has reached its capacity, the status of the class will change from "Open" to "Closed." At that time the wait list will open, allowing students the opportunity to move into the class based on their wait list rank.

How does wait listing work?

- While registering online via the MyChaffey Portal, you may place yourself on the wait list for a class that is closed, provided the option to wait list is available.
- Students on the wait list will be contacted via email if a seat opens. Notification is based on wait list rank. Waitlist rank can be monitored through the "Manage My Waitlist" link on MyChaffey VIEW via the MyChaffey Portal.
- Once permission to register is received, you will need to log into the MyChaffey Portal and select My ChaffeyVIEW from the launch pad, and select STUDENTS.
- Select the option "*Manage My Wait List*" on the Student Menu. You may view your wait list rank and use your permission to register on this page by selecting "*Register*."
- Registration is not complete until you hit SUBMIT.
- Students who do not receive email notification may go to the first class meeting to request an Add Code from the instructor. If an Add Code is obtained, the class may be added online by logging into the MyChaffey Portal and selecting Add Code Registration.

What else should I know about wait listing?

- You may only wait list for one section of a specific course.
- Time conflicts are not checked systematically when a student is wait listing.
- 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 dropped from the wait list.
- **Check your email address before you register.** Add chaffey.edu to your address book to prevent emails from landing in your junk or spam folder.
- High School Students and students with special petitions must wait list 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.
- The Admissions and Records Office cannot extend your deadline to register for a wait listed course. Once your deadline has passed, you will be dropped from the wait list if you have not enrolled.