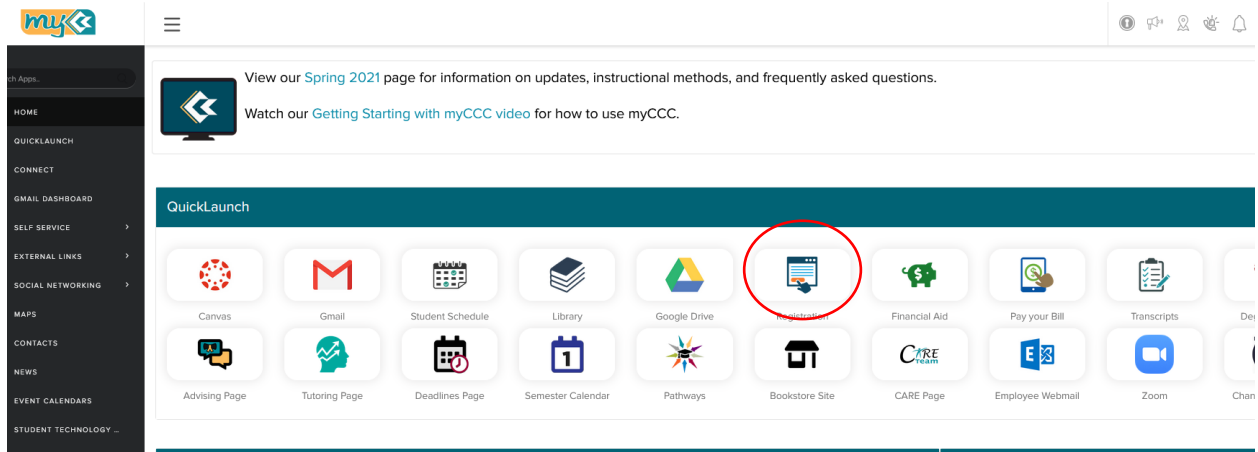


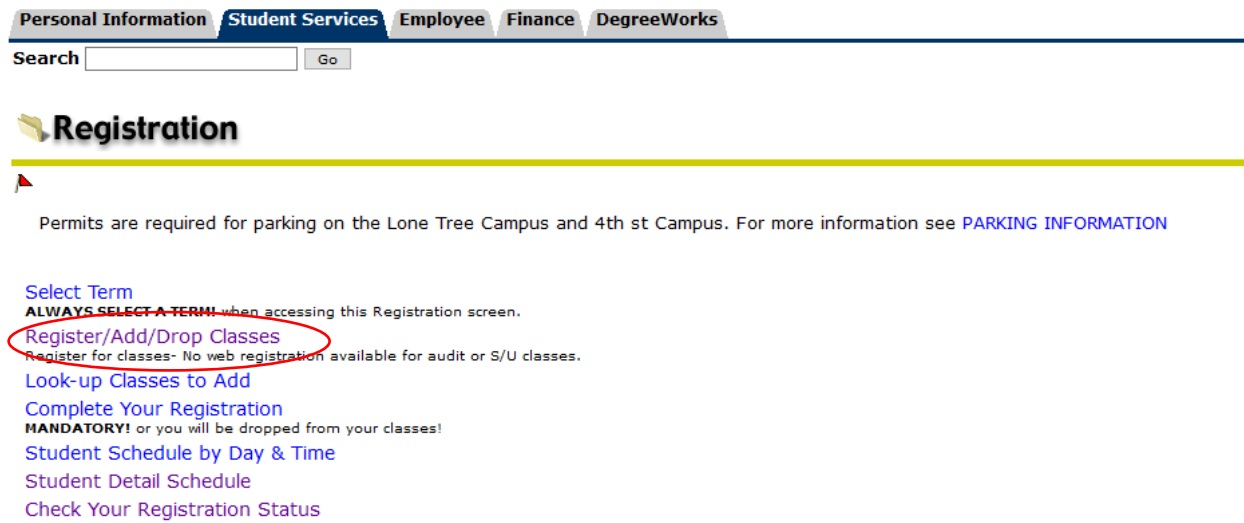
Waitlisting for Students

How to add yourself to a Wait List

Login to myCCC and choose "Registration" from the QuickLaunch menu.

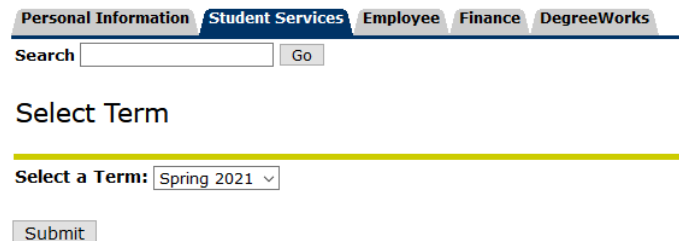


You will be redirected to the self-service registration menu – choose Register/Add/Drop Classes.



RELEASE: 8.9.1

Select the term that you are attempting to register/waitlist for:



RELEASE: 8.7.1

If you are already registered for classes, you will see them listed here. You can search for classes by directly entering the CRN for the course (5-digit number) or by selecting the "class search" button.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Oct 19, 2020	None	13986	MAT	140	09	Undergraduate	5.000	Letter	Grade	College Math w/Algebra Review
Registered on Oct 19, 2020	None	13096	ENG	101	12	Undergraduate	3.000	Letter	Grade	College Composition I

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 21, 2020 01:56 pm

Add Classes Worksheet

CRNs


<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

From the class search, select the specific subject and course.

Personal Information **Student Services** **Employee** **Finance** **DegreeWorks**

Search

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may ch search.

Subject:

- Emergency Medical Services
- Engineering
- English**
- Fire Science
- Fitness
- French
- Geography
- Geology
- History
- Hotel/Restaurant Management

You will return a list of the course sections that match your search.

Personal Information Student Services Employee Finance DegreeWorks

Search Go

Look-Up Classes to Add:

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input type="checkbox"/>	13088	ENG	101	01	OL	3.000	College Composition I	TR	08:30 am-09:45 am	24	0	24	0	0	0
<input type="checkbox"/>	13233	ENG	101	02	OL	3.000	College Composition I	TR	02:30 pm-03:45 pm	24	0	24	0	0	0
<input type="checkbox"/>	13089	ENG	101	04	OL	3.000	College Composition I	TR	10:00 am-11:15 am	24	0	24	0	0	0
<input type="checkbox"/>	13090	ENG	101	05	OL	3.000	College Composition I	MW	11:30 am-12:45 pm	24	0	24	0	0	0
<input type="checkbox"/>	13680	ENG	101	06	OL	3.000	College Composition I	TBA		24	0	24	0	0	0
<input type="checkbox"/>	13979	ENG	101	07	OL	3.000	College Composition I	TBA		24	0	24	0	0	0
<input type="checkbox"/>	13980	ENG	101	08	OL	3.000	College Composition I	TBA		24	0	24	0	0	0
<input type="checkbox"/>	13096	ENG	101	12	OL	3.000	College Composition I	TBA		24	1	23	99	0	99
<input type="checkbox"/>	13861	ENG	101	13	OL	3.000	College Composition I	TBA		24	0	24	0	0	0
<input checked="" type="checkbox"/>	13872	ENG	101	16	OL	3.000	College Composition I	TR	05:30 pm-06:45 pm	1	1	0	99	2	97
<input type="checkbox"/>	13737	ENG	101A	01	OL	5.000	College Composition I w/Review	MW	09:00 am-11:15 am	22	0	22	99	0	99
<input type="checkbox"/>	13982	ENG	101A	02	OL	5.000	College Composition I w/Review	TBA		22	0	22	99	0	99
<input type="checkbox"/>	13739	ENG	101A	03	OL	5.000	College Composition I w/Review	TBA		22	0	22	99	0	99

Register Add to WorkSheet New Search

Record the CRN of the Closed section, select "Register" and enter it on the Add Classes worksheet.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Oct 19, 2020	None	13986	MAT	140	09	Undergraduate	5.000	Letter Grade		College Math w/Algebra Review
Registered on Oct 19, 2020	None	13096	ENG	101	12	Undergraduate	3.000	Letter Grade		College Composition I

Total Credit Hours: 8.000

Billing Hours: 8.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Oct 21, 2020 01:58 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Complete Your

You will receive a Registration Add Error that the course is closed – select Wait List from the drop-down menu.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 2 Waitlisted	None	13872	ENG	101	16	Undergraduate	3.000	Letter Grade	College Composition I

You are now waitlisted for the course.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Oct 19, 2020	None	13986	MAT	140	09	Undergraduate	5.000	Letter Grade	College Math w/Algebra Review
Registered on Oct 19, 2020	None	13096	ENG	101	12	Undergraduate	3.000	Letter Grade	College Composition I
Wait List on Oct 21, 2020	None	13872	ENG	101	16	Undergraduate	0.000	Letter Grade	College Composition I

Total Credit Hours: 8.000
 Billing Hours: 8.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Oct 21, 2020 02:06 pm

How to register from the Wait List

If a spot opens in the course, you will automatically be notified at your student CCC email address. You will have **24 hours** from receiving the email to register for the course.

-----Original Message-----
 From: CCC RES, <Enrollment.Services@coconino.edu>
 Sent: Wednesday, October 21, 2020 2:11 PM
 To: Robin Jarecki <Robin.Jarecki@COCONINO.EDU>
 Subject: Waitlist Notification for 13872

Robin ,
 A spot has opened in the following course:
 ENG
 101
 College Composition I

Please log in to self-service and choose Register/Add/Drop Classes from the Student Services menu if you would like to register for this course.
 You will only have 24 HOURS to register. If you do not register, the spot in the course will be offered to the next person on the waitlist.
 If you have any questions, please contact Registration & Enrollment Services at 928-226-4299.

If you would like to register for the course, login to myCCC and choose “Registration” from the QuickLaunch menu. You will be redirected to the self-service registration menu – choose Register/Add/Drop Classes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Oct 19, 2020	None	13986	MAT	140	09	Undergraduate	5.000	Letter Grade		College Math w/Algebra Review
Registered on Oct 19, 2020	None	13096	ENG	101	12	Undergraduate	3.000	Letter Grade		College Composition I
Wait List on Oct 21, 2020	None	13872	ENG	101	16	Undergraduate	0.000	Letter Grade		College Composition I

Total Credit Hours:	8.000
Billing Hours:	8.000
Minimum Hours:	0.000
Maximum Hours:	18.000
Date:	Oct 21, 2020 02:10 pm

None

Web Drop/Delete

Web Registered

Select “Web Registered” from the drop-down menu. Make sure to review your account summary and arrange payment for your course right away. Payment arrangements must be made to keep your spot in the course.