

Waitlist Instructions

Adding yourself to a waitlist:

- If you see that a desired course is closed, you can now add yourself to a waitlist.
- Click the Add button next to the desired course (*see below*).

| | | | | | |
|---------------|--|-----------|--|---|------------------------------------|
| S M T W T F S | 09:30 AM - 10:50 AM Building: SE Classro | Southeast | FULL: 0 of 20 se... 14 of 14 waitlist ... | Arts Science Ele... Service Learnin... | <input type="button" value="Add"/> |
| S M T W T F S | 11:00 AM - 12:20 PM Building: SE Classro | Southeast | FULL: 0 of 20 se... 14 of 14 waitlist ... | Arts Science Ele... Service Learnin... | <input type="button" value="Add"/> |
| S M T W T F S | 11:00 AM - 12:20 PM Building: SE Bldg 3 | Southeast | FULL: 0 of 20 se... 14 of 14 waitlist ... | Arts Science Ele... Service Learnin... | <input type="button" value="Add"/> |

- The course will now be in your enrollment summary. **DO NOT CLICK SUBMIT YET!**
- Select Waitlist on the drop-down menu next to the course (*see below*).

| Summary | | | | | | | Tuition an |
|---|----------------|-------|-------|---------------|---------|--|------------|
| Title | Details | Hours | CRN | Schedule Type | Status | Action | |
| First Year Experience Seminar | COLL 1002, 309 | 2 | 12690 | Lecture | Pending | **Web Registered** ▲ **Web Registered** Remove Waitlist | |

- You have now added yourself to the waitlist!

| Summary | | | | | | | Tuition and Fees |
|---|----------------|-------|-------|---------------|------------|--------|------------------|
| Title | Details | Hours | CRN | Schedule Type | Status | Action | |
| First Year Experience Seminar | COLL 1002, 309 | 0 | 12690 | Lecture | Waitlisted | None ▼ | |

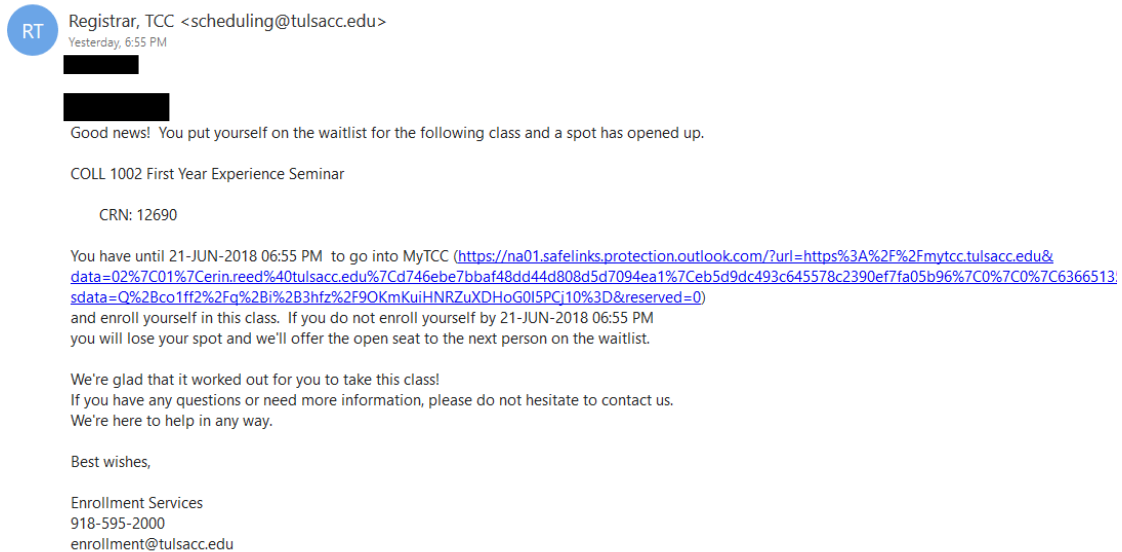
*Note: **adding yourself to a waitlist does not guarantee enrollment.** If a spot opens in the course, and you are next on the waitlist, you will be notified via your **TCC student email** with a deadline to add yourself to the course through MyTCC.*

Please see back for instructions on enrolling into a waitlisted course, *if a spot for you becomes available.*

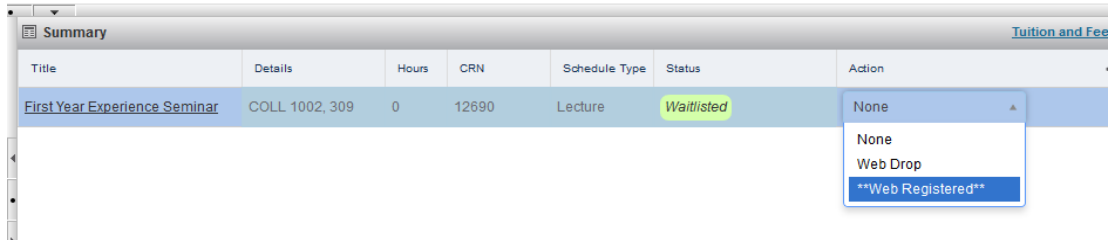
Waitlist Instructions

Enrolling in a waitlisted course:

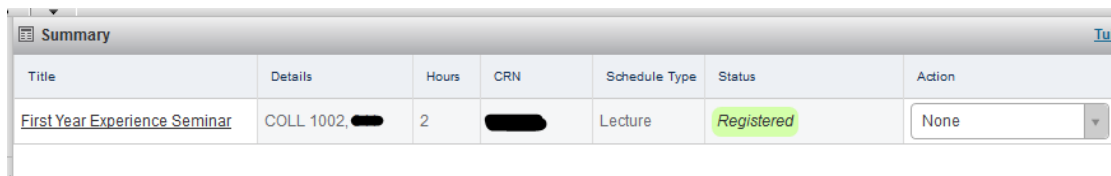
- If you receive email instructions that a spot opened in your waitlisted course, follow these directions to officially enroll yourself in that course.
- Please see the sample waitlist email below:



- **Log in to MyTCC – Click Enroll Now – Click Continue to Register after reading the info on the screen– Select the appropriate Semester**
- Select the **drop-down menu** on the waitlisted course with a spot open for you (CRN is listed in the email).
- Select **Web Registered** (this option is ONLY available if there is a spot open for you to enroll).



- Click **submit**. You are now enrolled!



Note: please be aware of TCC payment policy. If you do not secure payment or Financial Aid within the required timeframe, your class will be dropped.