



## Registering from a waitlist into a class – Students

If a student attends the first class meeting, the instructor can choose to allow him/her to register from the waitlist. The instructor will provide the student with a 5 digit code.

The student should then either take the code to register in person at the Admissions office BEFORE the last day to add a class or use MyShasta and the code to register online BEFORE the second class meeting. The 5 digit code will expire and online registration will be locked at the end of the second class meeting.

Using MyShasta to enroll into the class: Log in and click MyShasta for Students.

Under the Registration menu click **Manage My Waitlist**

Registration

- [Search/Register for Sections](#)
- [Search for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)
- [My Registration Date and Time](#)
- [Express Registration](#)
- [Recommended Classes](#)
- [Search for Late Start Sections](#)
- [Cancelled Sections Listing](#)

On the Manage My Waitlist screen, change the Action to Register and enter the 5 digit code provided by the instructor. Click the Submit button

### Manage My Waitlist

Action	Waitlist Status	Reg Code	Term	Section Name and Title	Location	Meeting Information
Register	Active	070304	Spring 2015	ART-21A-S0907 (0907) Beginning Freehand Drawing	Sc Main Campus	01/21/2015-05/22/2015 Lectur 08:30AM, Building 300, Room

A registration results screen will display indicating that the registration was successful.

You will need to click Students Menu, then Pay on My Account to pay for the class and finish your registration.

If any errors occur during this process an error message will be displayed at the top of the screen in red. Contact the Admissions and Records office for clarification about error messages.

Current Students Welcome Brian!

### Registration Results

ART-15-S0905 - Section restrictions override and waitlist enrollment override used.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2015	Registered for this section		ART-15-S0905 (0905) Three Dimensional Design	Sc Main Campus	01/21/2015-05/22/2015 Lecture Monday, Wednesday 12:30PM - 01:15PM, Building 300, Room 301 (more)...	B. Hanson	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2015		ART-15-S0905 (0905) Three Dimensional Design	Sc Main Campus	01/21/2015-05/22/2015 Lecture Monday, Wednesday 12:30PM - 01:15PM, Building 300, Room 301 (more)...	B. Hanson	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2015	Active	ART-21A-S0907 (0907) Beginning Freehand Drawing	Sc Main Campus	01/21/2015-05/22/2015 Lecture Monday, Wednesday, Friday 08:00AM - 08:30AM, Building 300, Room 300 (more)...	N. Chelonis	3.00	

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due at the time of registration. You will have to pay by midnight of the day you register or you may be dropped from your classes.

Current Students - My Shasta for Students Menu Welcome

[Link to Online Clas](#)

<p><b>User Account</b></p> <p><a href="#">What's my User ID?</a>  <a href="#">What's my password</a>  <a href="#">Reset my password</a>  <a href="#">Address Change</a></p> <p><b>Financial Information</b></p> <p><a href="#">Account Summary</a>  <a href="#">Account Summary by Term</a>  <a href="#">View My 1098-T Forms</a>  <a href="#">View My 1098-E Forms</a>  <a href="#">Pay on My Account</a></p> <p><b>Financial Aid</b></p> <p><a href="#">Financial aid status by year</a>  <a href="#">Financial Aid Award Letter</a></p>	<p><b>Registration</b></p> <p><a href="#">Search/Register for Sections</a>  <a href="#">Search for Sections</a>  <a href="#">Register and Drop Sections</a>  <a href="#">Manage My Waitlist</a>  <a href="#">My Registration Date and Time</a>  <a href="#">Express Registration</a>  <a href="#">Recommended Classes</a>  <a href="#">Search for Late Start Sections</a></p> <p><b>Academic Profile</b></p> <p><a href="#">Grades</a>  <a href="#">Grade Point Average by Term</a>  <a href="#">Unofficial Transcript</a>  <a href="#">Test Summary</a>  <a href="#">My class schedule</a>  <a href="#">VTEA Data Collection</a>  <a href="#">My Profile</a></p>
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For more information about the Shasta College Waitlist procedures, please [CLICK HERE](#).