Students - Registering From a Waitlist Into a Class

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

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

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.
### Registration Results

**ART 15-20900** - Section restrictions override and waitlist enrollment override used.

#### The following request(s) have been processed:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td>Registered for</td>
<td>ART 15-20900 (2052) Three Dimensional Design</td>
<td>Sc Main Campus</td>
<td>01/27/2015-05/22/2015 Lecture Monday, Wednesday 12:30PM - 01:15PM, Building 300, Room 301 (more)</td>
<td>B. Hanson</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td>Active</td>
<td>ART 15-20900 (2052) Three Dimensional Design</td>
<td>Sc Main Campus</td>
<td>01/24/2015-06/22/2015 Lecture Monday, Wednesday 12:30PM - 01:15PM, Building 300, Room 301 (more)</td>
<td>B. Hanson</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td>Active</td>
<td>ART 15-20900 (2052) Three Dimensional Design</td>
<td>Sc Main Campus</td>
<td>01/21/2015-05/22/2015 Lecture Monday, Wednesday 12:30PM - 01:15PM, Building 300, Room 301 (more)</td>
<td>N. Chilton</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OK**

---

**Current Students - My Shasta for Students Menu**

### User Account
- What's my User ID?
- What's my password?
- Reset my password
- View User Account

### Financial Information
- Account Summary
- Account Summary by Term
- View My PINS Forms
- View My PINS Forms
- Pay on My Account

### Financial Aid
- Financial Aid by year
- Financial Aid Award Letter

### Registration
- Search/Register for Sections
- Search for Sections
- Register and Drop Sections
- Manage My Waiver
- My Registration EL and Time
- Express Registration
- Recommended Cursos
- Search for Late Start Sections

### Academic Profile
- Grades
- Grade Point Average by Term
- Unofficial Transcript
- Test Summary
- My class schedule
- View A Star Collection
- My Profile