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

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.

For more information about the Shasta College Waitlist procedures, please [CLICK HERE](#).