Each course offered by Shasta College will have a Wait List assigned to it. Wait Lists allow you to be considered for access to a closed course during the first two class meetings of the late registration period. Students are advised to monitor their Wait List status carefully by accessing My Shasta.

For online courses, “first class meeting” refers to the first day that the course is available, normally the first day of the term unless otherwise noted in the schedule. Similarly, “second class meeting” refers to the second day that the course is available.

When registration activity occurs from a Wait List at any of the Extended Education campuses for either live or ITV courses, the completed registration and, if applicable, confirmation from the instructor will be date stamped and forwarded within one (1) business day.

1. Wait List Registration

If a course in which you are attempting to enroll is full, you have the option of adding yourself to the Wait List. The Wait List is a mechanism whereby a student may be given the opportunity to become registered in a course should a vacancy occur up through the second class meeting.

The Wait List may also be used to create an additional section(s) of the same course should enough students demonstrate the need for the course by adding their names to the list. The creation of an additional section will be at the discretion of the appropriate Dean.

2. Migration from Wait List to Registered Status

a. If an opening occurs any time before midnight 5 business days prior to the first day of class, the first eligible student on the Wait List will automatically be enrolled into the section and sent a notification through email (if available) or US Postal Service. Each subsequent vacancy that occurs will be filled by the next eligible student on the list, and each student will be notified through email (if available) or US Postal Service accordingly. The student must attend the first class meeting, or in the case of an online course must log in on the first day of the course, at which time registration status will be confirmed with the instructor.

b. If an opening occurs any time after midnight prior to the first class meeting and up through the second class meeting:

1) In a live or ITV course, the student must attend the first class meeting, complete a registration form, obtain signature of the instructor on the registration form, and submit it to the Admissions and Records Office or Extended Education campus within one (1) business day. Failure to do so will result in the registration being denied by the Admissions and Records Office or Extended Education campus.

2) In an online course:

A student must send an email to the instructor on the first day of the course to be considered for an instructor’s approval for migration from the Wait List. This is the equivalent of showing up on the first day in a face-to-face class. Emails sent prior to the first day of the course may be disregarded by the instructor.

Should a vacancy occur in the course, a student may also receive a notification email from the college indicating that a vacancy in the course exists. At that time, the student must contact the instructor by email requesting permission to register for the course. If the instructor chooses to grant access:

a) For students residing within 30 miles of a Shasta College campus, the student must submit a printed copy of the instructor’s email authorizing the student to register and a registration form signed by the student to the Admissions and Records Office or Extended Education campus within one (1) business day. The student’s signature is required and may be submitted either in person, via fax (for

* See 4. Additional Information for reasons why a student may be determined ineligible for migration from the Wait List.
fax numbers, consult the online campus directory under “FAX”), or by completion of an officially designated proxy. Payment is due at the time of registration.

b) For students residing further than 30 miles of a Shasta College campus, the student must forward the instructor’s email authorizing registration from the wait list along with a request/authorization to be registered in the course to Intermountain@ShastaCollege.edu . Within one (1) business day, the student must call the Intermountain Campus at 530-335-2311 with payment information.

3. Wait Lists will only remain in effect through the second class meeting or through the second day of an online course.

4. An “ineligible” student is one who will not migrate (as described in 2.a.) from the Wait List into actual course enrollment for any one of the following reasons:
   • The student has not completed the course prerequisite or is not currently registered in the course corequisite.
   • The student has a debt owed to the college incurred during a previous term.
   • The student has been placed on a Wait List for one course that conflicts with a course in which he/she is already registered. Any conflict must be remedied prior to migration.
   • The student has already reached the maximum allowable units prior to the migration without filing a petition for overload.
   • The student does not pass the eligibility rules set up for the registration to occur.
   • The student has already reached the maximum allowable opportunities to repeat the course.
   • A probationary student who has already reached the 13 maximum allowable units.
   • The student is attempting to ‘repeat’ the course and fails to meet the allowed grade requirement.

5. Additional information:
   • It is the student’s responsibility to monitor his/her status on any Wait List, and accept responsibility for any conditions which may prevent migration from the Wait List to registered status.
   • If a student is deemed ineligible to migrate from the Wait List to registered status, the student will not receive official notification.
   • Students who have not met prerequisite requirements or who have exceeded ‘repeat’ limits will not be allowed to place themselves on a Wait List for the respective course.
   • Students who have an outstanding unpaid balance to the college for fees incurred from a previous semester will not be allowed to place themselves on a Wait List.
   • Students will not be able to register for one section of a course and get on the Wait List for another section of the same course.
   • Students can choose to be on no more than one Wait List for different sections of the same course.
   • Students can choose to be added to a Wait List of one course offered at a specific time and be registered in a different course at the same time.
   • Students are able to remove themselves from the Wait List at any time.
   • Should an additional section(s) be created from the Wait List and made available at the same time/day as the original section (as described above), students from the Wait List will be ‘migrated’ to the new section and informed of the new section’s location by the respective division.
   • Students choosing to be added to the Wait List will not be charged the associated enrollment fees until they have actually become registered in the course.
   • Students who have opted to be placed on the Wait List MUST attend the first class meeting.
   • Students who have been placed on the Wait List that do not attend the first class meeting (or, in the case of an online course, fail to submit an email to the instructor on the first day of the course) may forfeit eligibility to register from the Wait List roster or may be deleted from the Wait List roster by the instructor.
   • The Wait List is available up to midnight prior to the first class meeting. At that point, students will no longer be able to add themselves to the Wait List.

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Shasta College