**Waitlisting at HGTC:**
HGTC has waitlisted courses for the semester. If a class has reached its maximum enrollment limit, you may choose to add your name to the waitlist for a course that has a waitlist. If space opens up in the course, and you are the first person on the waitlist then you will be notified via your Wavenet email of the opportunity to register for the course.
Email is from the “Registrar’s Office.”

**Important Details:**
1. Waitlisting a section does NOT guarantee a seat in the course.
2. It is very important to make sure you do not have registration holds on your account. A hold would prevent you from enrolling or placing yourself on a wait list.
3. Wait lists will enforce the same registration restrictions when it comes to prerequisite or corequisite courses as regular enrollment. You must have the needed prerequisite or corequisite courses to wait list. Another waitlisted course will not count as a prerequisite or corequisite.
4. You will only be able to wait list one section of a course.
5. Fees are not assessed for waitlisted class sections. Fees are assessed only if you register for a class section.
6. Please be considerate of your fellow students. If you decide you no longer want a waitlisted section, please drop it, as you would drop an enrolled section. Thank you.

**Steps to Waitlist Course:**
1. Log into Wavenet
2. Click on “My Student” Tab
3. Click on “Look Up Classes” under My Registration Tools
4. Choose courses.
5. If you receive any of the following error messages, you can choose to waitlist for the course by clicking the Action box and choosing Waitlist and Submit Changes. If you do not wish to waitlist, choose the drop action and click submit.
   - **Course Full-Waitlist Available - ADD TO WAITLIST:**
     Course is full. Waitlist is open.
   - **Course Full-Waitlist Seats Available-%1% Waitlisted %2%:**
     Course is full but there are seats available on the waitlist. The number provided indicates the number of students currently on the waitlist.
   - **Course Full-Waitlist Seats Available-%1% Waitlisted:**
     Course is full but there are seats available on the waitlist. The number provided indicates the number of students currently on the waitlist.
6. If you receive either of the following error messages, you cannot register or waitlist for the course. Choose another section or course.

- **Course & Waitlist Full - Pick another section or course:**
  Indicates that the course is full and the waitlist is full. Choose another section or another course.

- **Course & Waitlist Full - Pick another section or course:**
  Seats available, but reserved for people on waitlist which is also full. You may not register or waitlist this class, as currently waitlisted students have preference.

To View Your position on the Waitlist, see your Detailed Schedule of Classes in Wavenet. Your position will appear below the class as shown below.

In the example above, the student is position ‘0’ because the student has been notified of an opening and needs to register.
How will I be Notified of an Opening in the Class?
When a seat becomes available in a class, the first person on the wait list for that class will receive a system-generated email to their Wavenet email account from the Registrar’s Office. It is your responsibility to diligently check your waitlist status and your Wavenet email.

Students will be given 24 hours from the time a seat opens up in the course to register for the course. If you do not register for the course before the deadline, you will be dropped from the wait list and the next student on the wait list will be offered the seat. No notification of this drop will be sent.

How long will the wait lists be available?

- Fall 2016 Waitlist Dates & Cut-Off Dates:
  o **Full-Term & Fast Forward I** = April 4, 2016 – August 26, 2016; waitlist will be turned off on August 26, 2016, at 9:00 a.m.
  o **Flex Start** = April 4, 2016 – September 16, 2016; waitlist will be turned off on September 16, 2016, at 9:00 a.m.
  o **Fast Forward II** = April 4, 2016 – October 17, 2016; waitlist will be turned off on October 17, 2016, at 9:00 a.m.

All students will be purged from the waitlists when the wait lists are turned off on the above dates. After this time you can still watch for course seat openings through Wavenet but no further email notifications will be sent out.

How do I Enroll when Notified?
Go to the Add/Drop Classes page in Wavenet again and click on the drop-down arrow in the Action column for the class you waitlisted that is now available and choose ‘Web Registered’ and click the ‘Submit Changes’ button. Your status will change to ‘Web Registered’ on this page, indicating that you have successfully enrolled.

Who Do I Contact if I need help?
Go to Wavenet Central or see your Academic Advisor.