Waitlists

How to be added to one, tips, and other important information

Basic Info

If the course you are interested in taking is full, you may add yourself to the course's waitlist, if eligible.

The waitlist is an automated process that runs 24 hours a day 7 days a week. Notification of seats that become available are emailed to the interested student immediately. Once a seat is available to claim, you must register for the course within 24 hours. Checking email daily is the most important task to ensure you do not miss your waitlist offer.

Quick Menu

Contacts

For questions about course selection, please consult with your academic advisor.

For questions about the waitlist, contact Records & Registration at registration@sctcc.edu include your name and TechID or StarID.

How to add yourself

Log into eServices

Navigate to the course you are interested in taking. Select the little pen and paper icon on the left side to view the course's waitlist information.

When adding a course to the waitlist, all of the unique sections of the course you are interested in will display, you can add as many or as few as you are interested in taking.

Once you've made the decision to add yourself to the waitlist simply check the box/s and click "Submit." A message will appear confirming you've been added. Click OK.

Waitlisted courses appear in your Wish List – that is where you'd register

Courses you have selected to be in your waitlist appear in your plan under "Courses and Registration" and "Review My Plan." If you get an offer notification for a seat in your desired course, you will go to this page to register for the waitlisted course.
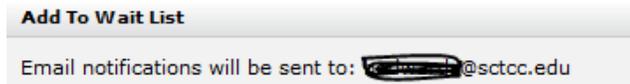
Removing a course from your Wait List

You can remove a course from your wait list by clicking the little "x" by the course/s ID in the "Review My Plan" section.

Tips

Double check your email being used

When selecting the course/s to add to the waitlist, the email being used to send waitlist notifications will display. For all SCTCC students, your SCTCC email will be the email used.

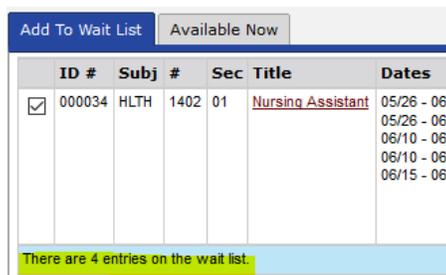**Add To Wait List**

Email notifications will be sent to: ~~▬▬▬▬▬~~@sctcc.edu

Email Help

If you need help accessing your school email visit the IT Student Email page: https://www.sctcc.edu/student-email

Manage your email addresses associated with your StarID in StarID Self Service: https://starid.minnstate.edu/selfservice/

Number of entries ahead of you

Wonder what your chances of getting a spot are? You can see how many entries are ahead of you on the waitlist by clicking the Waitlist button and scrolling through the sections. Waitlists can fluctuate greatly depending on the time of semester and the demand for the course. The best advice is to check your email daily to not miss a spot.

	ID #	Subj	#	Sec	Title	Dates
☑	000034	HLTH	1402	01	Nursing Assistant	05/26 - 06/ 05/26 - 06/ 06/10 - 06/ 06/10 - 06/ 06/15 - 06/

(Tabs: Add To Wait List | Available Now)

There are 4 entries on the wait list.

Other sections may be available

If any sections of the course you are interested in are currently open, they will appear on the "Available Now" tab. You can scroll through the options and click the "+" symbol to add one to your wish list.

Adding to a Waitlist for a course you're already in

Did you get a spot in the course you need, but not in the section you wanted? You can add yourself to a waitlist for another section/s if you'd like to see if something becomes available. If you get a spot from the waitlist, you will need to first drop the course you're registered for and then add the waitlisted course.

Other Important Info

Waitlist not eligible for all courses

Courses that must be taken at the same time as other courses, called co-requisites, are **not** eligible to be waitlisted. If that is the case, the waitlist button will not be functional and typically a note is put on the course explaining that the waitlist is not eligible for the course. The option for students to watch for open seats is to be persistent in checking eServices.

Waitlist are only open if your registration window is open

The waitlist is only available to students who have a currently open registration window. You can verify when your registration window opens by clicking the "Courses and Registration" tab on the left and then "Registration Window." Choose the term you are planning to take the course, and your registration window date and time will appear.

Waitlists are only open if you meet the pre-reqs

If you do not meet the minimum pre-reqs for a course, you will not be able to add yourself to the waitlist. A message will display indicating the pre-reqs are not met. To find out what pre-reqs you need for a course, you can view them by clicking on the courses title and viewing the "Prerequisites (Courses and Tests)" list. For questions consult your advisor.

Add To Wait List

Email notifications will be sent to: ████████@sctcc.edu

Before placing yourself on the wait list for this course, click on the title to verify if there are any Pre-requisites and restrictions for this course. Do not add yourself to the wait list unless you meet the Pre-requisites and restrictions for a course because your registration for the course will be stopped.

Add To Wait List | Available Now

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☐	000110	BLGY	2330	22	Microbiology	05/26 - 07/17	n/a	na - na	4.0	Full	Chamberlain, Christopher	Completely Online-Asynchronous	●

**You do not meet the course prerequisites. There are 1 entries on the wait list.

Submit | Cancel

Waitlists turn off the day before the semester begins

The waitlist is open until the day before the first day of the term (the Sunday before Monday) for courses that begin the first week of the term. The waitlist is made available again after the first week for courses that begin after the first week.

Waitlists cannot be manually bypassed

If you have missed your email notification of an opening on the waitlist, or have some other issue regarding your spot on the waitlist, please know that the waitlists are automated and cannot be bypassed. If you lose your spot, and are still interested in being on the waitlist, you can add yourself back to the list to see if another seat becomes available.