Information on Waitlist Registration

General information
Not all sections or all courses have waitlist available. Each division decides which sections allow waitlist.

If students are on the waitlist for a section then it will show “waitlisted” on WebAdvisor list of sections. If the waitlist limit has been reached then “waitlist full” will show in WebAdvisor.

If a section is only listed as “closed,” you must try to register for it to see if there is waitlist available. If there is then you will be given the option of putting your name on the waitlist for that section.

You may only waitlist a single section of a course. You should only waitlist a section that you would be prepared to enroll into.

You must be able to use WebAdvisor in order to check your waitlist status. Do not go on a waitlist if you are not able to check WebAdvisor at least every other day to see if you have been admitted to your desired section.

You must be eligible to register online for the course and section desired to use waitlist online. If you are on probation or if the course is a third repetition which requires a signature and in-person registration, then you cannot use waitlist online but must go to the Records office. If you go onto the waitlist when you turn in a signed form at the Records office, you will not be able to confirm enrollment online. When you see that you have been given permission to enroll, then you need to come into the Records office to confirm enrollment.

How you get put into a section off the waitlist
You should log into WebAdvisor every two days to check on your waitlist status and see if you have permission to register. You MUST check WebAdvisor at least every other day or you will miss the window of opportunity to register for the course and your seat will be given to the next student on the list.

In WebAdvisor go to the Register for Sections link and then Manage My Waitlist to check your waitlist status, confirm enrollment, or remove yourself from a waitlisted section.

You will have only 48-72 hours from when permission to register is granted to go into WebAdvisor (or to the Records office) and confirm your enrollment in the section.

You must confirm your enrollment before the deadline. If you don’t respond in time then you will be dropped off the waitlist and the next student on the list will be given permission. If you go back on the waitlist, then you will go to the bottom of the list of students waiting for that section.

YOU MUST BE ELIGIBLE TO REGISTER at the time the permission is granted. If your name gets to the top of the list but you have any registration “holds” on your student account (because you owe money to RACC) then you will be dropped off the list.

If you register for any section of the course, even if it is for a future semester, you will be immediately dropped off the waitlist for that course. So you cannot take a seat in a future semester and still stay on waitlist. You should also be careful that you are not enrolled in two different courses that have a time conflict.

YOU ARE FINANCIALLY RESPONSIBLE for any courses that you are enrolled in. Make sure that you only enroll in classes that you plan to attend. If your plans change, then drop any classes you do not plan to attend to allow other students to register.