How to View Waitlists

Log-in to MyCCC, MyGWC, or MyOCC (mycoast.cccd.edu)

Option 1 - Click on the Faculty tab – Select the Summary Waitlist option in the Other Faculty Resources channel:
Or click on the Employee tab – Banner Self-Service Channel – Click on the Banner Self-Service Link to display the Menu items – click on the Faculty and Advisors link – click on the Summary Wait List link:
Select a Term from the drop-down menu and click Submit:

Select Term

Select a Term: OCC Spring 2010

Submit

Select a CRN from the drop-down menu and click Submit:

Select a CRN

[ Enter CRN Directly ]
If there are students on the waitlist for the selected CRN, the Summary Wait List will display as follows:

**Summary Wait List with notified students:**

### Course Information
- **Principles of Biology - BIOL A100**
- **CRN:** 20330
- **Duration:** Apr 05, 2010 - May 30, 2010
- **Status:** Active

### Enrollment Counts
- **Maximum Actual Remaining:
  - Enrollment: 2
  - Wait List: 2
  - Cross List: 0

### Summary Wait List

<table>
<thead>
<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Waitlisted</td>
<td>OCC Undergraduate</td>
<td>0.000</td>
<td>Mar 24, 2010 02:39 pm</td>
</tr>
</tbody>
</table>

**Summary Wait List with students not yet notified:**

### Course Information
- **Art History - ART A100**
- **CRN:** 33379
- **Duration:** Mar 21, 2010 - May 30, 2010
- **Status:** Active

### Enrollment Counts
- **Maximum Actual Remaining:
  - Enrollment: 4
  - Wait List: 4
  - Cross List: 0

### Summary Wait List

<table>
<thead>
<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>Waitlisted</td>
<td>OCC Undergraduate</td>
<td>0.000</td>
<td>Mar 24, 2010 02:39 pm</td>
</tr>
</tbody>
</table>
If no students are waitlisted for the selected CRN, the following message will appear:

**Summary Wait List**

![There are no students waitlisted for:](image)

33324 HTT A270 Mtg & Event Marketing & Sales, section 001.

Option 2 - Click on the Faculty tab – Select the Faculty Term Rosters option in the Other Faculty Resources channel:
Select a Term from the menu and click Select Term:

Select a CRN from the available options and click Create Roster(s):
Rosters will display and print in the following order –

1) Registered Students

2) Waitlisted Students – Ordered by Waitlist Priority – If there are no students on the Waitlist, the roster will still display, but will be blank.
3) Add Authorization Codes (AACs)

Coast CCD
OCC Spring 2010
Second Half Term

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>33324</td>
<td>HTT</td>
<td>A270</td>
<td>1.50</td>
<td>MTG &amp; EVENT MARKETING &amp; SALES</td>
</tr>
</tbody>
</table>

INSTRUCTOR(S) - (Primary)

CRITICAL DATES

Start Date: 05-APR-2010
End Date: 30-MAY-2010
Last Date to add class: 13-APR-2010
Last Date to drop with a refund: 08-APR-2010

Add Authorization Codes

<table>
<thead>
<tr>
<th>Auth#</th>
<th>Student Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>0639</td>
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<td></td>
</tr>
<tr>
<td>9338</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1678</td>
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<td>1830</td>
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<td></td>
</tr>
<tr>
<td>2956</td>
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<td></td>
</tr>
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</table>

4) Dropped Students

Coast CCD
OCC Spring 2010
Second Half Term

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>CREDITS</th>
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</tr>
</tbody>
</table>

INSTRUCTOR(S) - (Primary)

CRITICAL DATES

Start Date: 05-APR-2010
End Date: 30-MAY-2010
Last Date to add class: 13-APR-2010
Last Date to drop with a refund: 08-APR-2010

Dropped Students As of: 26-MAY-2010 01:09:18

<table>
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<th>Date</th>
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<th>ID</th>
<th>Reg</th>
<th>Cr</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
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<tbody>
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</tr>
</tbody>
</table>

Note: Utilizing the waitlist when assigning Add Authorization Codes is not required.