Waitlist User Guide
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How to Use Waitlist Functionality

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

Click on the Student tab - If the CRN of the course to waitlist is not known, click on the Look Up Classes link on the Student tab – If the CRN of the course to waitlist is known, go to page 7:
Select a Term from the drop-down menu and click Submit:

**Select Term or Date Range**

CCC Military/Contract Ed = Coastline Contract Education

CCC = Coastline Community College

GWC = Golden West College

OCC = Orange Coast College

**Search by Term:**

OCC Spring 2010

Submit  Reset
Two options are available – Course Search or Advanced Search

Course Search: Select a Subject (required) then click Course Search (instructions on Advanced Search starts on page 4):

List of Subject options display. Select “View Sections” next to desired option:
Select a Subject (required) and any other options desired, then click on one of the Section Search buttons:
The Sections Found area of the Look Up Classes page displays.

Note: Waitlists become available when class seat counts meet capacity. The “Select” checkbox will remain available for registration until both the class seat counts AND the waitlist seat counts meet capacity (i.e. “Closed - C”). These numbers will fluctuate due to drops, so the same CRN that was closed an hour ago may now have a waitlist seat open, so you may want to check back. The example below is for demonstration purposes only.

Classes with lecture/lab co-requisites will have a waitlist option on the lab section only and NOT on the lecture section. Also, certain impacted program classes may not have a waitlist option at all (example: classes in nursing, allied health, etc.)

Click on the Select checkbox for the specific CRN and then click on the Register button:
Registration Add Errors displays – Select Waitlisted from the Action dropdown menu. Click Finalize Add/Drop:

The class will now be listed as waitlisted on your Current Schedule:

Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed.
Select the Add or Drop Classes option in the Registration Tools channel:

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

![Registration Term]

On the Add or Drop Classes page – Your current schedule will display - scroll down to the Add Classes Worksheet area of this page to enter the CRN for the class(es) to waitlist. Click Finalize Add/Drop:

Add Classes Worksheet

**IMPORTANT:** Registration Adds and Drops will not be

![Add CRN and click on Finalize Add/Drop]
Registration Add Errors displays – Select Waitlisted from the Action drop-down menu. Click Finalize Add/Drop:

The class will now be listed as waitlisted on your Current Schedule:

Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed.

Student Detail Schedule

**Introduction To Business - BUS G100 - 001**

Associated Term: GWC Summer 2010
CRN: 45864
Status: Waitlisted on Jun 18, 2010
Waitlist Position: 1
Notification Expires:  
Assigned Instructor: 
Grade Mode: Standard Letter
Credits: 0.000
Level: GWC Undergraduate
Campus: Golden West

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type Time</th>
<th>Days</th>
<th>HRS/Week</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 11:00 am - 12:00 pm</td>
<td>M</td>
<td>1</td>
<td>TBA</td>
<td>Jun 21, 2010 - Aug 01, 2010</td>
<td>Schedule</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Web Schedule Bill

Coast Community College District
Student Schedule/Bill
GWC Summer 2010

Schedule for

<table>
<thead>
<tr>
<th>Crn</th>
<th>Subj</th>
<th>Crsse</th>
<th>Title</th>
<th>Crd</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
<th>Days</th>
<th>Bld</th>
<th>Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>41066</td>
<td>CJ</td>
<td>G070</td>
<td>Sergeant Supervisory/LE</td>
<td>4.0</td>
<td>01-JUL-10</td>
<td>30-JUN-11</td>
<td>8:00-12:00pm M T W R F CR JUS 113</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01-JUL-10</td>
<td>30-JUN-11</td>
<td>1:00- 5:00pm M T W R F CR JUS 113</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Waitlisted Courses

<table>
<thead>
<tr>
<th>Crn</th>
<th>Subj</th>
<th>Crsse</th>
<th>Title</th>
<th>Crd</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
<th>Days</th>
<th>Bld</th>
<th>Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>45864</td>
<td>BUS</td>
<td>G100</td>
<td>Introduction To Business</td>
<td>3.0</td>
<td>21-JUN-10</td>
<td>01-AUG-10</td>
<td>11:00-12:00pm M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Information

<table>
<thead>
<tr>
<th>Crn</th>
<th>Subj</th>
<th>Crsse</th>
<th>Instructor</th>
<th>Email</th>
<th>Refund Deadline</th>
<th>Last Day to Drop Without a W</th>
<th>Last Day to Drop With a W</th>
</tr>
</thead>
<tbody>
<tr>
<td>41066</td>
<td>CJ</td>
<td></td>
<td></td>
<td></td>
<td>08-AUG-10</td>
<td>19-OCT-10</td>
<td>01-APR-11</td>
</tr>
</tbody>
</table>

Account Information

It is the student's responsibility to drop class(es) by the appropriate deadline as shown above. Students who remain enrolled after the refund deadline are not eligible for a refund and remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.

Payment is due immediately upon registration. Please refer to the class schedule for payment options and financial aid or visit the college website.

Any unpaid fees may result in your courses being dropped or a financial hold placed on your record. Your full payment of fees due secures your seat in the class(es). Financial aid students must pay all fee balances due at the time of registration in order to avoid being dropped.

Account Summary for

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2CJ</td>
<td>GWC Materiais Criminal Justice</td>
<td>$52.00</td>
</tr>
<tr>
<td>2ERL</td>
<td>GWC Enrollment Fee</td>
<td>$104.00</td>
</tr>
<tr>
<td>2TRN</td>
<td>GWC Transcript Charge</td>
<td>$3.00</td>
</tr>
<tr>
<td>9MC</td>
<td>CCCD MasterCard Payment</td>
<td>$296.00</td>
</tr>
</tbody>
</table>

Term Charges $150.00

Term Credits: PAYMENTS: $296.00

Term Balance: $299.00

Previous Balance: $302.00

Account Balance: $501.00
Students on the waitlist will be notified when a seat becomes available via their Coast District assigned student email account (yourID@student.cccd.edu). The e-mail will include the CRN, available timeframe and instructions - similar to the sample e-mail below. Students will have a limited amount of time from when the e-mail is sent to register and pay fees. If you do not see this e-mail in your inbox, check your SPAM folder (see page 27 for instructions). You may also want to consider adding Coast Community College District e-mail addresses to your “Safe Senders List” (see page 28 for instructions).

Dear Jennifer:

You are on a registration waitlist for 30632, CCC Fall 2010, for Physical Education CDE1 (CRN 11775).

There is now a space available, and you have the opportunity to register for this section.

IF YOU WANT TO REGISTER FOR THIS SECTION, YOU MUST DO SO BY 12 JUL 2010 11:30 AM

TO REGISTER, GO TO mystudent.cccd.edu, navigate to the Add or Drop Classes page and either REGISTER or DROP THE COURSE. You will need to choose an option from the Action drop-down list beside the course and click on FINALIZE ADD/DROP.

If you are waitlisted for a course which requires an accompanying lab/fee course, you must choose an option for BOTH courses BEFORE clicking on FINALIZE ADD/DROP.

Make sure to click on PAY NOW when you’ve finished all fees are due immediately, otherwise you may be dropped for non-payment.

IF YOU DO NOT WISH TO REGISTER FOR THIS SECTION, go to mystudent.cccd.edu AND DROP IT! The next person on the waitlist will then have a chance to register.

If you do not register by the deadline above, you WILL BE DROPPED FROM THE WAITLIST for this section, and we will notify the next person on the waitlist. YOU WILL NOT receive a notification of this action.

If you need further technical difficulties and would like to speak with a staff member, call the Admissions & Records Office at 714-248-8176 during the following hours: Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 3:00 pm.

For more information, go to the Class Schedule or CCC’s Registration page at www.cccd.edu/departments/administrative/

Thank you,
Coastline Community College Registrar’s Office

There will be no action taken and no response made to replies received.

After the e-mail is sent, your Student Detail Schedule will now display your waitlist position as 0 and your expiration date/time:

**Student Detail Schedule**

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction To Business - BUS 1000 - 001</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Associated Term:</strong></td>
<td>GWC Summer 2010</td>
</tr>
<tr>
<td><strong>CRN:</strong></td>
<td>45864</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Waitlisted on Jun 18, 2010</td>
</tr>
<tr>
<td><strong>Waitlist Position:</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Notification Expires:</strong></td>
<td>Jun 19, 2010 11:40 am</td>
</tr>
<tr>
<td><strong>Assigned Instructor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grade Mode:</strong></td>
<td>Standard Letter</td>
</tr>
<tr>
<td><strong>Credits:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Level:</strong></td>
<td>GWC Undergraduate</td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
<td>Golden West</td>
</tr>
<tr>
<td><strong>Scheduled Meeting Times</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>11:00 am - 12:00 pm M</td>
</tr>
<tr>
<td><strong>Days:</strong></td>
<td>Jan 21, 2010 - Aug 01, 2010</td>
</tr>
</tbody>
</table>
You must either Drop the CRN or Enroll in the CRN:

Drop the CRN by changing the Action drop-down menu to Drop before the notification expires, then click on Finalize Add/Drop. You will be dropped from the waitlist.

Enroll in only the CRN in the notification by changing the Action drop-down menu from Waitlisted to Web Registered before your notification expires (if you are waitlisted for a course which requires a co-requisite (i.e. lecture/lab), you must choose an action for BOTH courses), then click on Finalize Add/Drop. Click on Pay Now and pay any outstanding balance (otherwise you may be dropped for non-payment). Drops for unpaid registration fees will also result in being dropped from all waitlists.
On the Credit Card Payment page, the following will display:

Followed by a pop-up redirect window
Then single sign-on to our secure credit card processing site (secure.touchnet.com) – click on Make a Payment link:
Select Term(s) to pay by on clicking the box(es) next to the Term description and then click Continue.

NOTE: Payment in full is due immediately upon registration. If you choose to only pay for one term, you will be dropped from the other term, provided the term has not already begun. For additional information, see the specific drop policy for each college at CCC GWC OCC Coastline Military.

Select Payment Method (Credit Card) and click on Select:
Enter appropriate information and click on Continue:
Verify information on screen is correct and click Submit Payment:

<table>
<thead>
<tr>
<th>Account Payment</th>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submit Payment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Step</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Payment date: 9/20/11
- Payment amount: $216.00
- Payment type: Credit Card
- Card account number: xxxxxxxxxx05464
- Name on card: [redacted]
- Card expiration date: 09/12
- Credit card type: MasterCard
- Billing address: 1370 Adams Ave
- City: Costa Mesa
- State/Province: CA
- Postal Code: 92708
- E-mail: [redacted]@cccd.edu
Payment processing page displays

Followed by the Payment Receipt page. A confirmation e-mail will be sent to your student e-mail account:
When finished, click Log-out on the Payment browser window - the following page will display

Once the browser window is closed and the mycoast.cccd.edu session has not expired, the following page will display - make sure to log-out when finished

If you save the TouchNet URL to use later or use the back button while in the TouchNet site, you may see the following log-in page, close the window and log back into mycoast.cccd.edu. Access to the TouchNet site is only via the MySites and cannot be accessed via this log-in page.
The waitlist process is now complete for notified students. Students who were on a waitlist, but were not notified prior to the first date of the specific part-of-term are encouraged to attend the first class meeting to request an Add Authorization Code; however, students on the waitlist are not guaranteed an Add Permit or seat in the class.
Waitlisted students who were NOT notified prior to the first date of the specific part-of-term and now have an Add Authorization Code will register in the course as follows:

Select the Add or Drop Classes option in the Registration Tools channel:

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

**Registration Term**

- CCC Military/Contract Ed = Coastline Contract Education
- CCC = Coastline Community College
- GWC = Golden West College
- OCC = Orange Coast College

**Select a Term:** OCC Spring/Intersession 2008

Submit
Current Schedule will display

**Registration Add Errors** If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

**PAYMENT POLICY:** Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment will not be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

**Non-Payment Drop Policy:** Choose the link for the Campus in which you are enrolled. CCC DWCC OCCC Coastline Military After Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable Tu/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlisted on Jun 01, 2010</td>
<td>None</td>
<td>45682 ACCT G130 0.000 Standard Letter Computerized Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlisted on Jun 01, 2010</td>
<td>None</td>
<td>45683 BUS G190 0.000 Standard Letter Introduction To Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Jun 16, 2010 10:29 am

Add Classes Worksheet

**IMPORTANT:** Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a Student Class Program.

Change Action drop-down option from None to Web Registered and click Finalize Add/Drop (if error encountered – go to page 24 for instructions)

**Registration Add Errors** If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

**PAYMENT POLICY:** Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment will not be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

**Non-Payment Drop Policy:** Choose the link for the Campus in which you are enrolled. CCC DWCC OCCC Coastline Military After Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable Tu/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlisted on Jun 01, 2010</td>
<td><strong>web registered</strong></td>
<td>45682 ACCT G130 0.000 Standard Letter Computerized Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlisted on Jun 01, 2010</td>
<td>None</td>
<td>45683 BUS G190 0.000 Standard Letter Introduction To Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Jun 16, 2010 10:29 am

Add Classes Worksheet

**IMPORTANT:** Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a Student Class Program.
Add Authorization Code Validation page displays – enter Add Authorization code and click Validate

- Click on "Enter Add Authorization Code" and enter the code.
- Click on "Validate".
- The status will change to "COMPLETE".
- Click on "Submit Changes" to complete validation.

Add Authorization Code Status page displays – click Submit Changes to complete validation

- The status will change to "COMPLETE".
- Click on "Submit Changes" to complete validation.
- The status will change to "COMPLETE".
- Click on "Submit Changes" to complete validation.
Current Schedule displays – Action option now displays Web Registered

Add or Drop Classes

**WEB REGISTERED** on June 17, 2010

- Action: None
  - CRN: 45862
  - Subj Crse: ACCT G1130
  - Grade Mode: 3.000 Standard Letter Computed Accounting

Complete transaction by clicking on Pay Now button (go to page 13 for payment details)

A student with an Add Authorization Code MAY encounter the following error when attempting to change the Action option from None to Web Registered
If this happens to occur, make a note of the CRN and change the Action option to Drop and click Finalize Add/Drop – the Waitlisted section will no longer display in the Current Schedule – enter CRN previously noted and click on Finalize Add/Drop.

Add Classes Worksheet

**IMPORTANT:** Registration Adds and Drops will not be finalized until you click “Finalize Add/Drop”. Verify all Adds and Drops by printing a Student Class Program.

Enter CRN and click Finalize Add/Drop


Registration Add Authorization Code

The sections listed below with an “Incomplete” status cannot be added without an Add Authorization code provided by the instructor. To obtain an Add Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an “Add Authorization Code” allowing you to add the class.

If you have an Add Authorization code:

1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button.
2. Press "Submit" to add the class. Only CRN’s with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.

Contact the instructor to request a valid code.

Enter AAC and click Validate

C00835639 Stephen P. Fullerton
OCC Summer 2010
Jun 17, 2010 08:14 am
Add Authorization Code Status page displays – click Submit Changes to complete validation

Current Schedule displays – Action option now displays Web Registered

Complete transaction by clicking on Pay Now button (go to page 13 for detailed payment instructions)
How to display your SPAM folder in your student G-mail account:

Access your @student.cccd.edu e-mail account. Click on the arrow next to “3 more” to display the SPAM folder.

To view your SPAM folder permanently, go to 1) “Settings”; 2) “Labels”; 3) Click on “show”
The SPAM folder now displays below the Inbox folder.

How to add e-mail addresses to your “Safe Senders List” by creating Filters in your student G-mail account:

Access your @student.cccd.edu e-mail account. Click on the settings link on the top right-hand corner of the G-mail window.

Click on 1) Filters; 2) Create a new filter.
3) Enter safe sender e-mail address (cccadmissionsoffice@coastline.edu; gwcadmissions@gwc.cccd.edu; or occadmissions@mail.occ.cccd.edu) in the “From” box; 4) Click “Next Step”

5) Check the box next to “Never send it to Spam”; 6) Click “Create Filter”
7) Filter is successfully created. If additional filters are needed, click on “Create a new filter” and repeat steps 1 through 6.