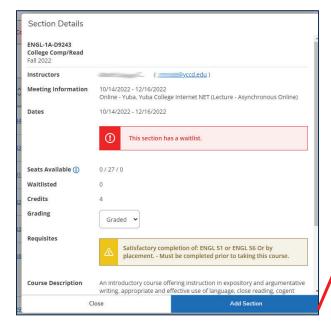# How to Use Waitlists

Join a Waitlist

Important Information:

- You will need your YCCD account (Campus ID and Password). You must complete all Required Agreements and meet all prerequisites for the classes.

- Check your email and Self-Service regularly so you know your place on the Waitlist and if you are enrolled.

- Attend the first day of class even if you have not yet been added to the class and ask your instructor for permission to add. For online courses, email your instructor. Students who do not attend the first day of class or contact the instructor may lose their position on the Waitlist.

1. Go to https://login.yccd.edu and enter your **Campus ID** and **Password**. Click on **Self-Service**.

2. Click on **Course Search**.

3. Enter the criteria you want to use to find classes. The more criteria you enter, the fewer classes will appear in your search. The less criteria you enter, the longer it will take for the list to load. Click **Search** at the bottom.

4. The classes that meet the criteria for the search will display.

5. If a course is full, a Waitlist message will appear. Click **Add Section** to be added to the Waitlist. When a seat opens the next person on the Waitlist will be automatically added to the class.

Enroll with Instructor Permission (Authorized to Add)

Important Information:

- You must wait until the first day of class to register if you have been authorized to add. Instructor permission will not work until the class has begun.

- During the first week of the term you must be on the waitlist to use authorization to add. If you are not on the waitlist, authorization will not work until the 2nd week.

- You will be able to enroll 15 minutes after your instructor gives you authorization to add. Instructors usually only allow late enrollment within a certain timeframe. Enroll early to ensure your success in the class.

- Instructor permission will expire before the Census date. You must enroll yourself before then, or you will not be permitted to take the class even if you have been attending.

If you are on the Waitlist when the class begins, you should speak with the instructor about joining the class. Make sure to attend in person classes and email the instructor for online classes. Follow the steps below if an instructor gives you permission to enroll into a closed class.

1. Go to https://login.yccd.edu and enter your **Campus ID** and **Password**. Click on **Self-Service**.

2. Click on **Student Planning**. In **Student Planning** click on **Go to Plan & Schedule** at the top right.

3. When your instructor gives you permission to add the **Register** button will appear. Click **Register** to enroll in the class.