1) What is Auto Enrollment from the Waitlist?
This is a nightly process that enrolls students into their classes from the waitlist. Once the class is full it is marked as closed then only students from the waitlist may be enrolled in the course.

If one seat becomes available in a course, then student number one on the waitlist is automatically enrolled from the waitlist as long as there are no errors or enrollment restrictions.

2) Which classes have a waitlist?
Not all classes have waitlists. If a course is listed as Instructor Consent, a wait list is not available.

3) How many classes can the student be waitlisted for?
There is not a limit to the number of classes; the number of units is limited to 12 for fall and spring, 9 units for summer. This prevents the student from overloading their waitlist. If the student attempts to add a class that will increase the total number of their waitlisted units to greater than the limit, the student will receive an error message. They must delete classes from their waitlist to stay under the unit limit.

4) Can the student be waitlisted for more than one section of the same class?
Yes. A student can waitlist multiple sections of the same class. They cannot pick their preference. The waitlist process will enroll the student into the first available seat according to descending course number. If the student is enrolled, then they will be deleted from all other waitlists.

For example, imagine that a student attempts to waitlist Engl 1 course number 10000 and Engl 1 course number 20000. If Engl 1000 has a seat available and the student is eligible for enrollment they will be enrolled into the course and dropped from the Engl 2000 waitlist. If both classes have seats available the student will be enrolled into the Engl 1000 course and dropped from the Engl 2000 waitlist because 1000 is less than 2000.

If the student is on multiple waitlists and they are enrolled, they will be dropped from all of the other waitlists for that course.

5) How often does the system check if a student drops?
The waitlist is monitored and processed nightly during registration periods.

6) A student was on the waitlist. Why wasn’t the student enrolled when another student dropped?
There are several reasons that this might not happen.

The system does not make updates instantly. The processing happens daily at the end of the business day. If a student drops the class in the morning, the waitlist process will automatically enroll the next qualified student in the evening.

The auto-enrollment may have exceeded the maximum number of hours for the student’s course load. This is typically 18 credit hours, but the maximum course load can be less if the student is a concurrently enrolled high school student or on probation.

The course may have prerequisites or co-requisites that have not been met.

The student has registration holds. This might be outstanding fees, an incorrect social security number, parking fines or other problems. These issues need to be corrected before any auto enrollment can be completed.

The class time conflicts with another class in which they are enrolled.

The student has already taken the course. If a student is repeating a course they must submit a repeat request form with Admissions and Records. A W grade counts for repeat.

7) Can the student change the classes that they student have on their waitlist?
Yes, the student can change the courses in their waitlist at any time. There is a limit to the number of students that can be on a specific course waitlist. If you drop from the waitlist, then get back on the same waitlist, your number may be different.

For example, if a student is ranked 10th for Course ABC and drops it from this list and then wishes to add it back, they will likely not be ranked 10th. They will lose their place in line.
**AUTO ENROLLMENT FROM WAITLIST FAQS**

8) What happens if the student is not auto-enrolled from the waitlist?
The waitlists will close at 5:00 pm PST the Saturday before the class starts, regardless of the day of the week the class starts.

To be enrolled the student must go to the class and ask the course instructor for a permission number. Only the course instructor can provide a permission number. The student will then enroll into the course with the permission number.

9) Can a student add any classes to their waitlist?
Yes, unless the class is listed as Instructor Consent, or there is a course pre-requisite. Any issues related to course requirements such will be checked at the time of the potential auto-enrollment, not at the time that the course is added to the waitlist.

The pre-requisites requirements for a course will be checked when the student attempts to add the course to the waitlist and at the auto-enrollment time. If a student has not satisfied the course pre-requisite they will be blocked. It is presumed that a student concurrently enrolled in a class will pass it and therefore stratify the pre-requisite requirement for the next class in the following term.

For example, if a student is enrolled in Span 1 and they wish to waitlist Span 2 for the next term that is permissible. If a student has taken Span 1 and received a poor grade such as an F, they will not be allowed to waitlist Span 2 because they have not satisfied the course pre-requisite.

It is the student’s responsibility to be knowledgeable about the specific requirements to enroll in the course.

10) Can a course be cancelled while a student is on the waitlist?
Yes. As a general policy, LBCC avoids canceling courses once they are published in the course schedule. However, at times there may be a need to cancel a course. This means that the waitlist associated with that course will also be cancelled.

11) If an enrolled student drops classes how are students moved from the waitlist into the course(s)?
Students are auto-enrolled from the waitlist into the course by their priority ranking in the waitlist. For example if a class is full, and three students drop, students ranked 1, 2, and 3 will be auto-enrolled from the waitlist. The student who was previous ranked number 4 will now be ranked number 1. If another student drops the course, he or she will be the next student auto-enrolled. This scenario will continue until the waitlist is empty, or the class is full, or the waitlist is closed at 5:00 PST on the Saturday before the course begins.

There is NO notification of the auto-enrollment. It is the student’s responsibility to verify enrollment via student self-service.

By adding themselves to the waitlist a student is acknowledging that they understand that they will be auto-enrolled and will have responsibility for their fees and or dropping the classes if necessary.

12) Can a student waitlist for a class that conflicts (in meeting time) with an enrolled class?
Time conflicts will not be checked at the time that the course is added to the waitlist.

At the time of the auto-enrollment, time conflicts will be checked. If there is a time-conflict, the student enrollment will not process. They will not lose their place in the waitlist queue, but will remain there until the conflict is resolved. The students of lower ranking, but with no time conflicts, will be auto-enrolled before them.

It is in the student’s best interest to not waitlist a course that would present a time conflict.

Course time conflicts are regulated by state law and therefore LBCC has little flexibility in this matter. Time conflicts cannot be overwritten even if there is a small time overlap.

13) Are the waitlisted credits counted into the student’s total units for the term?
No. The total units are considered separately: total units enrolled and total units on the waitlist. For example, if a student may enroll in 18 units and they are enrolled in 15 and have 6 units in their waitlist that is fine. Even though 15 + 6 = 21, which is greater than 18, this is a non-issue.

In this example, if a student with 15 units is auto-enrolled in a 3-unit course, they will have a total enrollment of 18 units. They will NOT be auto-enrolled in the second 3-unit course because they are already at their maximum enrollment.

Long Beach City College          Admissions and Records
14) Can a student swap waitlisted classes?
No.

15) Can a student be both enrolled and waitlisted for different sections of the same class?
Yes. The student cannot be enrolled into both classes.

For example, suppose that a student were enrolled into Math 1 1000 which meets on Mondays. They would prefer Math 1 2000 which meets on Tuesdays. The student places themselves on the waitlist for Math 1 2000. They will NOT be enrolled into that class even if they are eligible and there is a seat available. They must first drop themselves from Math 1 1000.

For classes that are very popular it is in the best interest of the student to remain in the class as enrolled. An attempt to drop the classes to get a better schedule time can often be detrimental to the student because several other students will be competing for the available enrollment seat.

16) Do students remain on the waitlist after they have enrolled in the class?
No. Once a student is successfully auto-enrolled in the course they are deleted from the waitlist. If a student is on several waitlists for different sections of the same class they will be dropped from all waitlists once they are enrolled.

17) How do departments and instructors know who is on the waitlist?
The faculty can view their waitlists via their Faculty Self-Service in PeopleSoft.

18) Can students see who else is on the waitlist for a class?
No, a student can only confirm his or her own status on the waitlist for a class.

19) Can a student change the grading option or number of units for a waitlisted class?
No, this is not supported while the course is in the waitlist. If and when the student is auto-enrolled from the waitlist, they can change the grading basis if the course supports these changes.

20) Can students drop themselves from a waitlist using web enrollment?
Yes.

21) Can students see their position on the waitlist?
Yes. Generally, their position will be a number from 1 to 99. Some very large classes may have very large waitlists.

22) Can a student’s waitlisted ranking be changed once it is created?
Yes. For example, if a student drops and adds the class back to their waitlist, they will be the last in line for the next open course seat. If a student ahead of them on the waitlist is auto enrolled, the next student will move up on the waitlist.

23) Can faculty change the waitlist?
No.

24) Can the student sign up for multiple waitlists for the same class?
Yes, but only for different sections of the same class. For example, a student can put themselves on the waitlist for Engl 1 1000, Engl 1 2000, and Engl 1 3000. As soon as a seat is available in any of those classes and a student is the first eligible candidate on the waitlist, they will be enrolled into the class.

If a student is enrolled they will be deleted from all other waitlists.

This strategy should be used infrequently because the student in limited to waitlisting only 12 units. As a best case the student should select their best choice for a waitlisted course.

25) If the student hasn’t met the prerequisites, can the student register for a class or for a waitlist?
No. The student may not put a course on their waitlist if the prerequisite is not satisfied. If the student has taken the prerequisite course at another college, then they must visit the Admissions and Records office to complete and submit the pre-requisite challenge form. Once this is fully processed, the student can then add the course with a prerequisite. The PeopleSoft computer records system will recognize that the prerequisite has been satisfied.
They only exception is if the student is presently enrolled in the pre-requisite course. The student is given the benefit of the doubt that they will complete the course with a passing grade and therefore be eligible for the next course.

26) What are the chances of getting into a class if the student is on a waitlist?
It is entirely possible that a waitlist ranking of 1 may still not result in an auto-enrollment for a course. This course may be very popular and students will not drop it. Another course may have a good number of student drops and a high ranking on the waitlist could still result in an auto-enrollment.

Students should use the waitlist as a strategy to improve their course selection, but they should not assume they will get their waitlisted course.

27) How will the student know if they get into the class?
Students must check their online self-service student account daily to verify if they have been auto-enrolled into any courses.

There is NO NOTIFICATION of the enrollment in the course. The student must monitor their status.

28) How often can the student check on waitlist status?
The student can view their waitlist status at any time that the online student self service is available. Except for scheduled system maintenance, the system is available every day from 7 am to 11pm.

29) What if the student does not get into a class for which the student is waitlisted?
The student may:
take the class another term.
take a different section of the same course
attend the first day of class and attempt to get placed into the class at that point via a permission number from the instructor

30) Can the student register for one course and be on a waitlist for the same course?
Yes. The student will not be enrolled into both courses. If they drop the course in which they are enrolled and there is a seat available in the waitlisted course and they are the next eligible student, then they will be enrolled.

31) Do all classes have a waitlist?
No.

32) Can the student waitlist in more than one section of the same class?
Yes. Remember that there is a 12-unit limit for waitlists. Typically this is three classes. So, under most circumstances a student can waitlist a maximum of three classes at one time.

33) How often does the system check for open seats in waitlisted classes?
The auto-enrollment process is run each evening during the registration period.

34) If a student is ranked number 1 on the waitlist does that mean that they will be auto-enrolled in the course as soon as a seat is available?
Yes, if there is a seat available and there are no issues related to the auto-enrollment.
Problems include:
Enrollment in another section of the same course.
Time conflicts
Student registration holds
Unsatisfied prerequisites or co-requisites
Exceeding term unit limits
Unsatisfied assessment testing requirements
The student has already taken the class

35) What is the first day the student can get on a waitlist?
Waitlists are only available once the class has reached the enrollment capacity. For an extremely popular course the waitlist may be activated very early in the registration period.

36) Will anything prevent a student from getting on a waitlist?
The requirements to be added to a waitlist are the same as standard enrollment:
The student must have an enrollment appointment
AUTO ENROLLMENT FROM WAITLIST FAQS

The waitlist must be available for that class
The student will not be able to waitlist if the student has any holds

37) If an enrolled student drops a full class and a seat opens, do waitlisted students get in first?
Yes, the class will remain closed for registration until the waitlist has been emptied. ONLY the waitlisted students may enroll in the course.

38) Must students pay for a class if they are on the waitlist?
No. Students must pay for classes once they are enrolled.

39) Can a student be dropped from the waitlist?
Yes. A student may drop themselves from the waitlist. Also a student can be dropped for non-payment of fees. If a student does not pay their enrollment fees by the deadline they will be administratively dropped from all of their courses and waitlists.

It is the student's responsibility to pay all of their fees by the deadline to avoid losing classes.

40) If a student is on multiple waitlists for multiple sections of the same course can they be enrolled into multiple classes?
No. For example, suppose that a student put themselves on multiple waitlists for a LEARN 11 class. If they are eventually enrolled into a LEARN 11 class they will be dropped automatically from the other waitlisted LEARN 11 courses.