

# Waitlist Registration Guide for PCC Students

Waitlisting allows students to be placed on waitlist for certain classes that are closed due to all the seats being filled. This guide will show you how to add yourself to a waitlist for a closed section of certain classes. If you are added to waitlist for a class, when a seat opens up and if you are next on the waiting list, you will receive a waitlist offer through your myPittCC email account.

Here are some important things to know about Waitlisting:

- Not all classes have a waitlist option. A link for a list waitlisted classes is posted on the Registration Information Page:  
<http://www.pittcc.edu/academics/registration/index.html>
- Students are allowed to waitlist only one section of the same class.
- The waitlist is on a first come, first serve basis unless otherwise specified by Dept. Chair.
- Students can waitlist eligible classes during Priority Registration only if the class(es) have reached their capacity.
- Offers to register for for waitlisted classes will begin to students on the date ALL students can register during Priority Registration. Offers will end one day prior to the last day of Priority Registration.
- Once the offer is made to the student, the student will have **24 hours** to register for the waitlisted class through WebAdvisor or with an Academic Advisor. The offer will expire after 24 hours and the offer moves to the next student on the waitlist.
- Students can see their waitlisted class in WebAdvisor under their Class Schedule but cannot see the waitlisted classes on their printed Registration Statements.

# Instructions for Waitlisting a Class in WebAdvisor

1. Go to <http://www.pittcc.edu> and click on the “myPittCC” icon in the upper right corner of the page.



2. Enter your login information in the “Username/Password” block

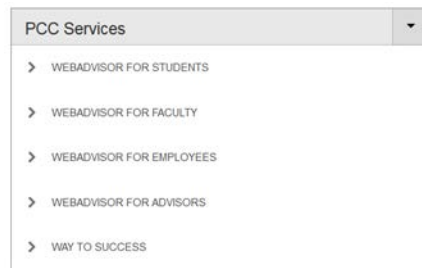
## myPittCC Login

A login form with two input fields: "Username" and "Password". Below the fields is a "Logon" button.

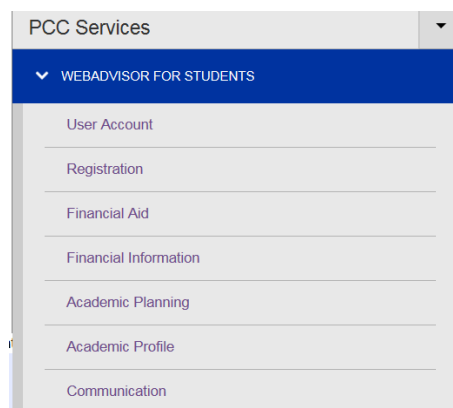
1. How do I log in? - [see instructions](#)

2. I know how to log in, but it's not working - [see troubleshooting tips](#)

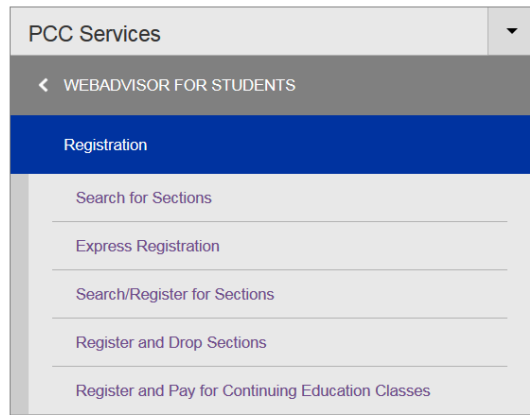
3. Once logged in, click on “WebAdvisor For Students” under PCC Services



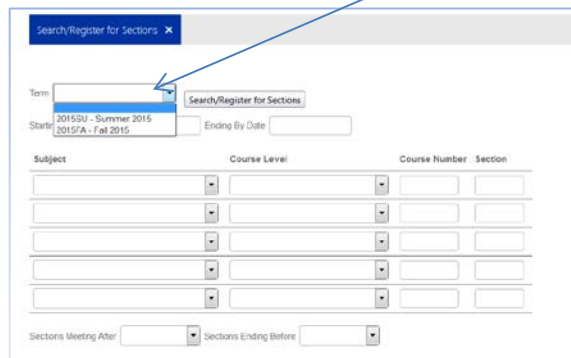
4. Click on Registration



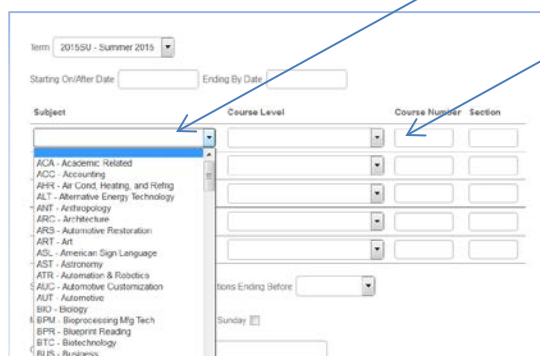
- Locate and click the "Search/Register for Sections" Link



- Using the dropdown beside the "Term", select the Term in which you wish to register



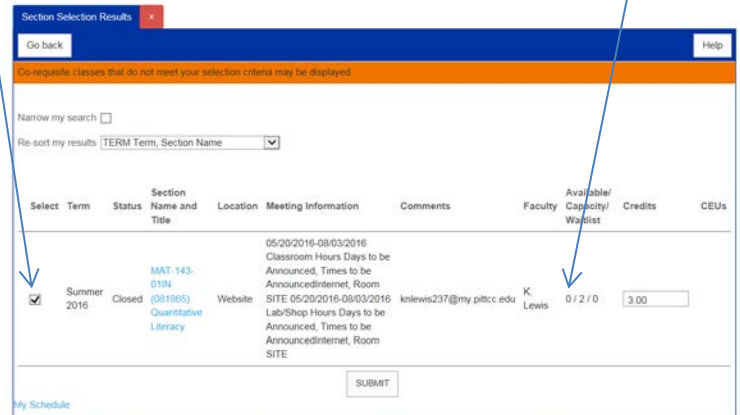
- Using the dropdown menu for "Subject", choose your Subject. Enter the Course Number (ex. ACA-111... ACA=Subject... 111=Course Number)



- Click Submit



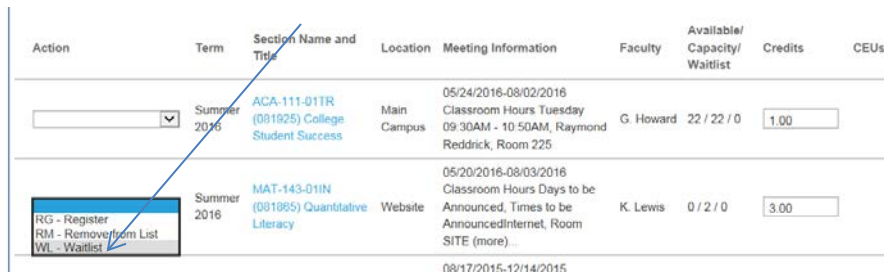
- Select the waitlisted class you would like to register from by clicking the blank box on the left of the class block. \*Note: the available seats in the class will read zero (0).



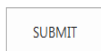
- Click Submit



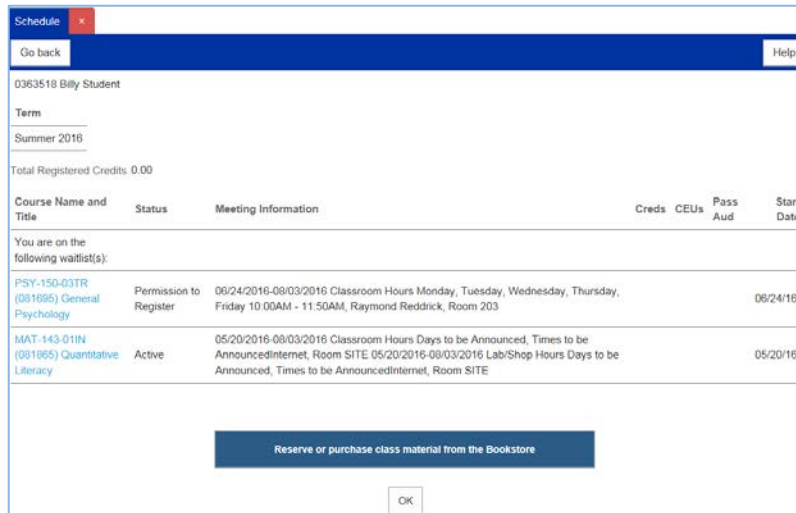
- Using the dropdown menu under *Action*, select "Waitlist".



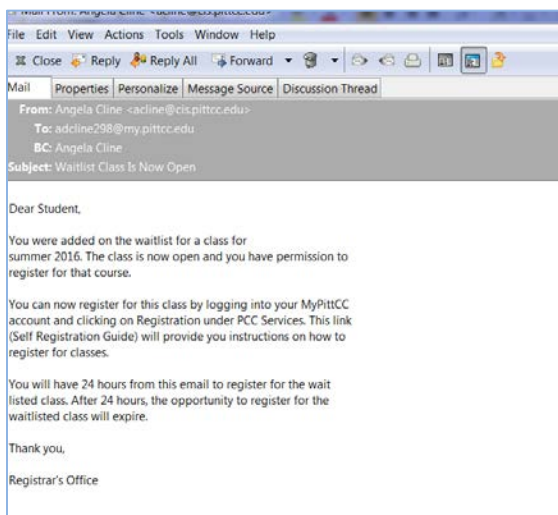
- Click Submit



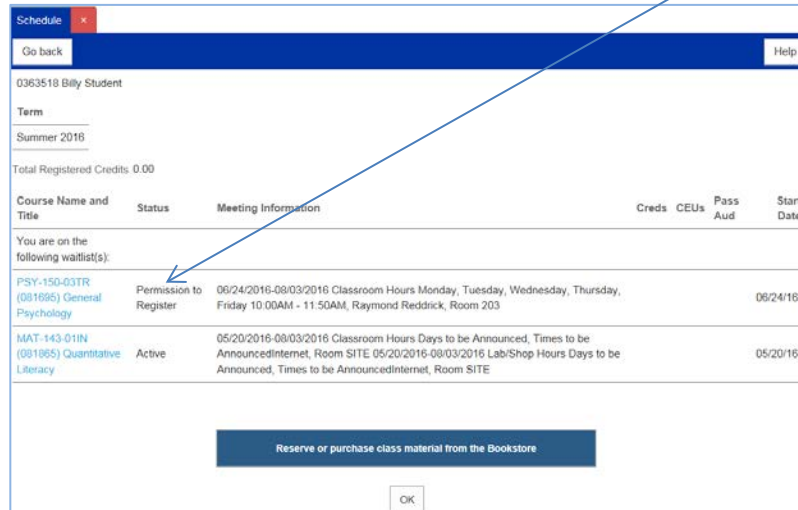
To view your schedule, go back to the WebAdvisor for Students page, click on “Academic Profile”, then click on “My Class Schedule”, and choose the appropriate term. You should see the classes the waitlisted class as well as any classes you are registered for in that term. If no schedule appears, return to step 5 and make more attempt to register using these instructions. If you continue to have difficulty, contact your advisor.



When a seat becomes open for a waitlisted class, the student, who is first on the waiting list will receive an offer to register through their myPittCC email.



Within 24 hours of the email offer, log into your MyPittcc Portal to register for the class. To determine which class the offer was made on, find the class with the status of Permission to Register. Again, you will have 24 hours to either to register for that class on MyPittCC or register with an academic advisor.



To register for the course, you will follow steps 1-7 at the top of this guide or refer the Self-Registration Guide <http://www.pittcc.edu/academics/registration/Registration-Guide.pdf>

If you have any questions about how to register for a waitlisted class, please contact the Office of Admissions and Records at 252.493.7232.