

Waitlist process in your upgraded MyFVTC account:

- To add yourself to a waitlisted course, you will register for the course as normal and it will automatically add you to the waitlist.
- You can find your waitlist position under Current Classes > Registration Status:

My Waitlisted Courses 1 item

Waitlisted Sections										
	Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date
Q	COMMUNIC 10801196 - Oral/Interpersonal Comm	3	Graded	COMMUNIC 10801196-100 - Oral/Interpersonal Comm	Lecture	Online		Waitlisted (1 of 1)	Bob Ebben Tammy Kadah-Ammeter	01/16/2024

- You will receive a notification in your MyFVTC account Inbox, and email, if you have notifications turned on, that you are the next on the waitlist and a spot becomes available.
- Once you receive that notification, you will have 3 options:
 1. Submit (this enrolls you in the course section)
 2. Remove from waitlist (removes you from the course section waitlist completely)
 3. Deny (You'll be kept on the waitlist, but it will skip over your position)
- If action is not taken on this notification within 48 hours, you will no longer have the 3 options but will remain on the waitlist.

Note: If there are students on a waitlist for a section and the capacity gets raised, students will automatically get notified that there is a spot available. For example, if the capacity of the section is raised by 5 and there are 4 students on the waitlist, all 4 students will get notified at once since there is room for all of them.