Waitlist Information
Using Your Online Student Center

Does the class have a waitlist?
1. Log in to the Online Student Center.
2. Click Add or Drop Classes.
3. Select the Term that you want to enroll for classes.
4. Click Search to continue or enter the 4 digit class code and click Enter.
5. NOTE: When searching, be sure to uncheck the “Show Open Classes Only” so that all classes matching your criteria will be shown.
6. Once the desired class is located, if a waitlist is available a yellow triangle in the Status column will be shown.

Adding your name to a waitlist
If a class section you want is full, and there are open spots on the waitlist, you can add your name to that waitlist by following these steps:
1. Complete steps 1-6 to the left.
2. To put your name on the waitlist for that specific section, click the Select button on the section that has a yellow triangle.
3. Click on the Wait List if Class is Full option.
4. Click Next.
5. Click on Proceed to Step 2 of 3.
6. Click Finish Enrolling.
7. Notice you are not enrolled in the section but instead placed on the waitlist.
8. Your position on the waitlist will be disclosed in the message.

Email Notification
When a seat becomes available for you, you will automatically be put into the section and an email is sent to your Grand Rapids Community College email account.

Tuition Payment
If you are enrolled in class from the waitlist before the tuition due date your new tuition bill will be updated in the Online Center. It is your responsibility to pay this new amount on the tuition due date.
If you are enrolled in class from the waitlist after the tuition due date, it is your responsibility to pay the amount by midnight of the same day. If you do not pay this amount, you jeopardize your entire schedule as the system will randomly drop a class for non-payment. It may drop your waitlisted class OR it may drop another of your classes if your tuition is not paid. It is imperative to pay your tuition before midnight of the day of enrollment!

Removal From Waitlist
If you no longer want the waitlisted course section, please log in to the Online Center and remove yourself from the list. This will allow another student to move up the waitlist.

How Does the Waitlist Work?
If a section is waitlisted, and you are the first person on the waitlist, you will be automatically enrolled in the class. It is important to note that if this occurs past the tuition due date, you will have until midnight that day to pay your tuition bill. If you don’t, you will be dropped from the class and the next person on the wait list will be enrolled.
If you are enrolled, you will receive an email to your Grand Rapids Community College account reminding you to pay your tuition bill by midnight of the day you were automatically enrolled in the class.

Things to Remember
1. You can only add your name to a class waitlist if you meet all of the requirements for the course. This includes having met course prerequisites, no registration holds, and no time conflicts.
2. You can waitlist up to 13 credit hours in one semester.
3. If you have waitlisted any course, you should check your Grand Rapids Community College email daily.
4. If a seat in the class becomes available, you will be automatically enrolled in that course.
5. Once you are automatically enrolled in a course from a waitlist, you have until midnight the same day to pay the tuition bill. This due date for tuition is in affect after the due date is past. (See tuition payment section)
6. If you have been dropped from a class that you were waitlisted into, you must reregister on the waitlist. You will be at the bottom of the list.

Questions
If you have any questions about how to use the waitlist, contact your advisor or go to the Enrollment Center located on the first floor of the Main Building.
If you have specific questions about a course or waitlist availability for a course, please contact the Associate Dean’s office for that course.