

NEW – AUTOMATED WAITLIST
Move from the waitlist into the class before the term begins!

This summer we are showcasing a new registration feature that we think students will love. It is called an automated waitlist and it means even though a class you are interested in may have no seats when you first attempt to register, if you put yourself on the waitlist, we will enroll you in the class as seats become available.

How Does the New Automated Waitlist Work?

When you register for a class and all the seats are filled, the registration system will ask if you want to be placed on a waitlist. This means that all seats in the class are taken, and you will be waiting for a seat to open up. If you answer yes, you will be added to the waitlist and given a waitlist number. For example, 3/10 means that you are number 3 on waitlist of 10 students. Then as students drop themselves out of the class, or are dropped for non-payment, seats will become available. The college will then enroll students from the waitlist into the class automatically. As students are enrolled, students remaining on the waitlist will move up closer to the top of the list. This process will be run daily until classes begin.

What Happens if I am Moved from the Waitlist into the Class?

Once you are moved into the class from the waitlist, we will send you an e-mail and phone call notifying you that you are enrolled and have seven calendar days to pay your fees. You should pay your fees right away. If you don't pay within seven calendar days, you will be dropped from the class and also lose your place on the waitlist. If you do not want the class, you can go online and drop it from your schedule, however, you cannot be placed back in your previous position on the waitlist.

What Should I do to Prepare for Automatically Being Moved from the Waitlist to the Class?

BE SURE:

- **We have your most current phone number and e-mail address on file.** We will contact you by both phone and also send an e-mail.
- You do not have any holds from a previous term
- The class is not one you have taken previously
- You have met any course prerequisites by submitting transcripts prior to the start of the registration period.
- The class does not conflict with any other already on your schedule
- You will not be enrolled in more than 18 units if you are moved into the class.

How Can I file an updated e-mail address and phone number?

Access the college website at www.canyons.edu, then click the **Register Now!** button and click on **Change Email Address**. Enter your new information here. Be sure you submit this prior to the start of registration, which begins on **May 8, 2006**.

Can I be Placed Back on the Waitlist in the Same Position if I Don't Pay My Fees?

No. You can attempt to place yourself back on the waitlist, if there is room, but there is no guarantee you will be able to get on the waitlist again.

When are waitlists no longer used?

Once classes begin, you can no longer put yourself on the waitlist.

Can I Check My Waitlist Status During the Registration Period?

Yes. You can access the online registration system at www.canyons.edu, then click **Register Now!** and enter the **Manage My Waitlist** area of the system. You can drop yourself from the waitlist anytime.

Can I Be on a Waitlist for More Than One Section of the Same Course?

No. You can only be in one section of the same class, like ENGL 091. However, you can be on multiple waitlists for different classes like ENGL 091, GEOG 101, and HIST 111.

What Happens if I am Out of Town When I am Automatically Moved from the Waitlist into the Class?

We will contact you by e-mail and call you on the phone. If you plan to be gone during the registration period, plan to check your status on the Internet, or make sure we have a phone number or e-mail where you can be reached, or have someone check your status and pay your fees while you are away. You can reach us at www.canyons.edu, then click **Register Now!** button. You can check your waitlist status, change your e-mail and/or phone number, and pay your fees.

Remember, this process may take place while you are away, and you have seven days to pay your fees. If payment is not received, you will be dropped from the class and will lose your position on the waitlist. It would be wise to make arrangements that fit your situation.