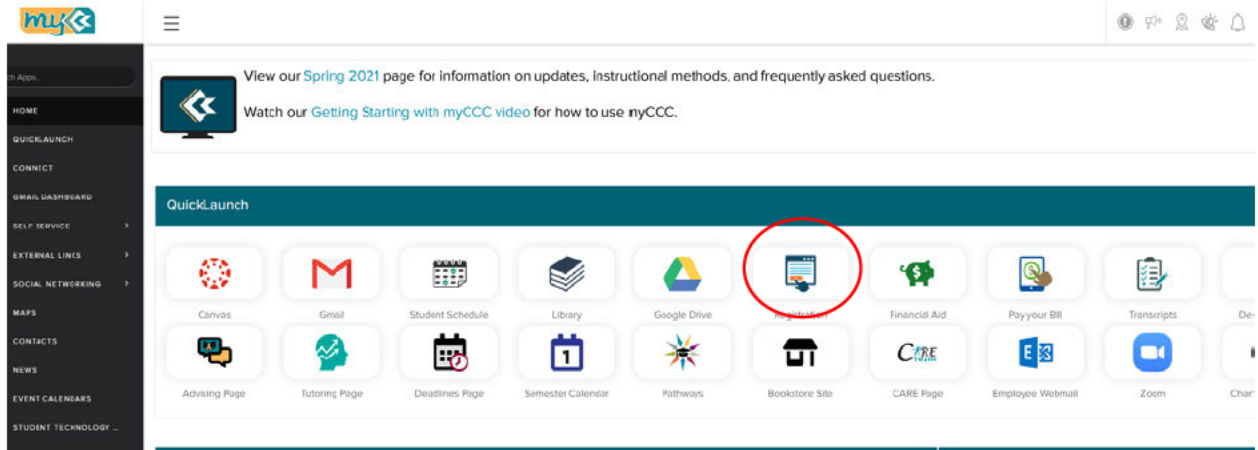


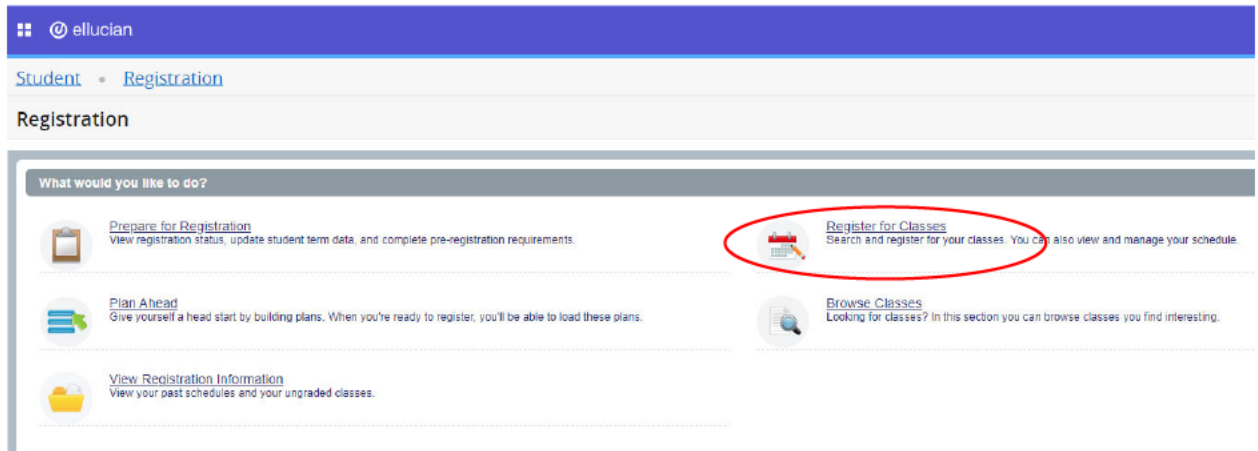
Waitlisting for Students

How to add yourself to a Wait List

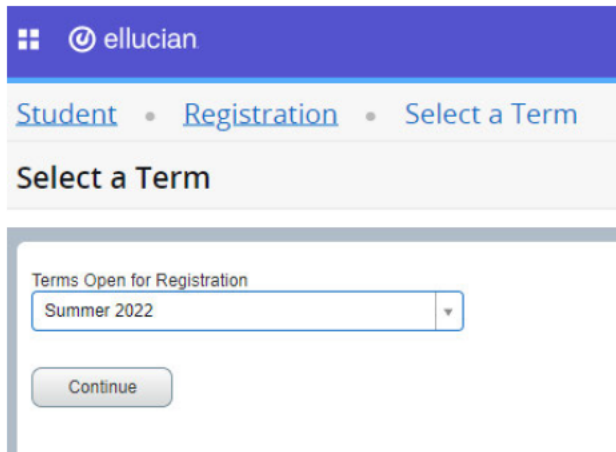
Login to myCCC and choose "Registration" from the QuickLaunch menu.



You will be redirected to the self-service registration menu – choose Register for Classes.



Select the term that you are attempting to register/waitlist for:



If you are already registered for classes, you will see them listed in the lower right-hand corner of the screen. You can search for classes by directly entering the CRN for the course (5-digit number) on the “Enter CRNs” tab or by entering search items like the subject and course number.

ellucian

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2022

Subject: soc

Course Number: Sociology

Keyword:

Search Clear ▶ Advanced Search

You will return a list of the course sections that match your search.

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 2 Classes

Term: Summer 2022 Subject: Sociology Course Number: 101 Search Again

| Title | Subject | Course No. | Section | Hours | CRN | Term | Instructor | Meeting Times | Campus | Status | Attribute | Linked Sections | Add |
|------------------------------------|-----------|------------|---------|-------|-------|---------|------------|--|---------|--|---|-----------------|-----|
| Introduction to Sociology: Lecture | Sociology | 101 | 01 | 3 | 15242 | Summ... | | M Tu W Th F 9:00 AM - 10:50 AM Type: Class | Flagst. | FULL: 0 of 99 99 of 99 wait... | EthnicRace/GenderAwareness SocialBehavioral So-GECC SUN# SOC 1101 | | Add |
| Introduction to Sociology: Lecture | Sociology | 101 | 02 | 3 | 15314 | Summ... | | S M T W T F S - Type: Class Building: Online | Online | 39 of 30 seats re... 99 of 99 wait... | EthnicRace/GenderAwareness SocialBehavioral So-GECC SUN# SOC 1101 | | Add |

Page 1 of 1 | 10 Per Page Records 2

If the specific class shows a Status of FULL in red, you can still choose “Add” on the far-right hand side of the screen – this will add the class to your summary in the lower right-hand corner of the screen.

Select "waitlist" from the drop-down menu.

| Summary | | | | | | | Tuition and Fees |
|--|-------------|-------|-------|---------------|------------|--|----------------------------------|
| Title | Details | Hours | CRN | Schedule Type | Status | Action | |
| Introduction to Sociology | SOC 101, 01 | 3 | 15242 | Lecture | Pending | <div style="border: 1px solid gray; padding: 2px;"> *Web Registered* </div> | |
| Intro to Physical Anthropology | ANT 101, 01 | 4 | 15198 | Lecture | Registered | <div style="border: 1px solid gray; padding: 2px;"> *Web Registered* </div> | |
| Intro to Psychology | PSY 101, 03 | 3 | 15275 | Lecture | Registered | <div style="border: 1px solid gray; padding: 2px;"> Remove </div> <div style="border: 1px solid gray; padding: 2px; background-color: #0056b3; color: white; margin-top: 2px;"> Wait List </div> | |

You are now waitlisted for the course.

| Summary | | | | | | | Tuition and Fees |
|--|-------------|-------|-------|---------------|------------|---|----------------------------------|
| Title | Details | Hours | CRN | Schedule Type | Status | Action | |
| Introduction to Sociology | SOC 101, 01 | 0 | 15242 | Lecture | Waitlisted | <div style="border: 1px solid gray; padding: 2px;"> None </div> | |
| Intro to Physical Anthropology | ANT 101, 01 | 4 | 15198 | Lecture | Registered | <div style="border: 1px solid gray; padding: 2px;"> None </div> | |
| Intro to Psychology | PSY 101, 03 | 3 | 15275 | Lecture | Registered | <div style="border: 1px solid gray; padding: 2px;"> None </div> | |

How to register from the Wait List

If a spot opens in the course, you will automatically be notified at your student CCC email address. You will have **24 hours** from receiving the email to register for the course.

-----Original Message-----

From: CCC RES, <Enrollment.Services@coconino.edu>

Sent: Tuesday, May 24, 2022 2:59 PM

To:

Subject: Waitlist Notification for 15242

Robin

A spot has opened in the following course:

SOC

101

Introduction to Sociology

Please log in to myCCC and choose Registration from the QuickLaunch menu if you would like to register for this course.

You will only have 24 HOURS to register. If you do not register, the spot in the course will be offered to the next person on the waitlist.

If you have any questions, please contact Registration & Enrollment Services at 928-226-4299.

If you would like to register for the course, login to myCCC and choose "Registration" from the QuickLaunch menu. You will be redirected to the self-service registration menu – choose Register for Classes.

| Title | Details | Hours | CRN | Schedule Type | Status | Action |
|--|-------------|-------|-------|---------------|------------|--|
| Intro to Physical Anthropology | ANT 101, 01 | 4 | 15198 | Lecture | Registered | None |
| Intro to Psychology | PSY 101, 03 | 3 | 15275 | Lecture | Registered | None |
| Introduction to Sociology | SOC 101, 01 | 0 | 15242 | Lecture | Waitlisted | None Web Drop/Delete *Web Registered* |

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 12

Submit

Select "Web Registered" from the drop-down menu and click submit. You are now registered for the course. Make sure to review your account summary and arrange payment for your course right away. Payment arrangements must be made to keep your spot in the course.