



## **Waitlisting FAQs for Students**

### **HOW DO I PUT MYSELF ON THE WAITLIST FOR A CLASS?**

When you are registering for classes via MyHC, you will be notified if the class is closed with this message "Class Closed- X Waitlisted" where X indicates the number of people that are already waitlisted for the class. You can then select "Waitlist" from the drop down box. If the waitlist is already full, you'll get a message "Class Closed- Waitlist Full".

### **HOW MANY PEOPLE CAN BE ON A WAITLIST?**

By default, every class can have up to fifteen people on the waitlist. Depending on the number of students on the waitlist, a new section may open and so we encourage you to sign up even if the list is full.

### **HOW WILL I BE NOTIFIED WHEN AN OPENING BECOMES AVAILABLE AND I'M THE NEXT PERSON ON THE WAITLIST?**

When an opening becomes available, you'll be notified via your Helena College email. You will then have 72 hours from the time of notification to register yourself for the course via MyHC. If you receive notification of an opening **after** the first day of classes, you'll only have 36 hours to register yourself for the class.

If you've decided that you don't want to register for the course, please drop yourself from the waitlist through MyHC. This will allow the next person on the waitlist to receive notification in a timely manner.

### **WILL THE CLASS I'M WAITLISTED FOR APPEAR ON MY SCHEDULE?**

Yes. However, you'll notice that the number of credits for a waitlisted class is listed as "0".

### **THE CLASS I AM WAITLISTED FOR SHOWS UP ON THE PRINTOUT OF MY BILL. HAVE I BEEN CHARGED FOR THE CLASS?**

No. You are only being charged for the courses for which you are registered. If you receive notification that there's an opening in the class and you register yourself, you need to pay for the course at that time. If you have any questions regarding your bill and payment, please contact the Business Office at 406.447.6922.

### **SHOULD I ATTEND THE CLASS IF I'M ON THE WAITLIST?**

You should talk to the instructor of the class about this. Your instructor may encourage you to attend the class so you're not behind if you do end up being able to register for the class. Please be aware that you're not officially in the class if you have not registered. If you're attending a class for which you are on the waitlist, your name will not appear on the class roster.

### **HOW DOES THE WAITLIST PRIORITY WORK?**

Students will be notified by the date they opted to be waitlisted. Priorities will be a first come first serve basis. Please contact the Registrar's Office for information regarding waitlist priority.