

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 will 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 classes begin, you will have only 24-48 hours to register via MyHC for the class. After the last day to Add via MyHC (see Academic calendars for specific dates) the Waitlist ends and an Add form is required.

If you decide you do not 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 will 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 is 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 406.447.6921.

SHOULD I ATTEND THE CLASS IF I’M ON THE WAITLIST?

You should contact the instructor of the class about this. Your instructor may encourage you to attend class so you can stay on track with the class should an opening occur and you are able to register for the class. Please be aware that you are not officially in the class if you have not registered. If you are 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. Priority will be on a first come first serve basis. Please contact the Registrar’s Office at 406.447.6909 for information regarding waitlist priority.