

YVCC “Waitlist” Information

Your class is closed? Place yourself on the Waitlist! This won't guarantee you a spot, but if one comes open and you are first on the waitlist, YOU GET IT!

- Students may place themselves on 4 waitlists only.
- Students cannot register for one section and place themselves on a waitlist for a different section of the same class. Also, students cannot register for different sections of the same course in the same quarter. Due to high enrollment, we edit for these occurrences and will remove you from the second class section.
- Placing yourself on a waitlist DOES NOT count as REGISTERED credit. If you are a student receiving funding based on a specific number of credits, you must REGISTER in that number of credits before your funding will pay your tuition. If you are not registered in the correct number of credits, your classes will be dropped. Talk with the registration office about a “delayed payment”.
- Students will be automatically registered (according to their placement on the waitlist) into classes (as openings occur) from a waitlist **until the SUNDAY evening before the quarter begins**. Students are responsible to monitor the status of their waitlisted courses. You WILL NOT be notified if you get a seat from the waitlist. Please note: owing a debt to the college will block you from being registered from the waitlist and you will be removed from the waitlist.
- On the **morning the quarter begins**, automatic registration of students on waitlists will stop. You must attend the first class meeting to be considered for enrollment. Faculty will make the decision whether or not to “sign-in” students...REGARDLESS of their status on the waitlist. It will be up to faculty to decide if you may register in the class REGARDLESS of your position on the waitlist.

HELPFUL HINTS TO STUDENTS

- **Remove yourself from waitlists you no longer want to be considered for...otherwise you will be automatically registered for the waitlist class.**

To check your status or remove yourself from a waitlist:

- **Online** at www.yvcc.edu, log-in to the **Student Portal**, and then click **My Waitlist Status**.
Be ready to enter your student identification number and PIN.
- **Call** the Registration Office
 - Yakima Campus 574-4700
 - Grandview Campus 882-7015
- **Visit** the Registration Office.
 - Yakima Campus Deccio Higher Education Center
 - Grandview Campus Main building at the front counter

- **If the class is still CLOSED on the first day of the quarter, choose another class.** Most instructors **will not** sign students into a closed class.
- **If you choose to seek a signature to enroll, you must be in the class the first day it meets!** There is no guarantee that the instructor will sign you into the class.

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