

Waitlist Feature

The electronic waitlist is available for many course offerings. This self-service feature will enable you to place yourself on a waitlist on Inside ArtCenter for closed classes with the waitlist feature enabled, thus reducing the need for extra paperwork or advisement with your academic department.

Your rank on the waitlist will be based on the order in which students sign-up on the waitlist.

Please note that being on a waitlist does not guarantee enrollment in a course section.

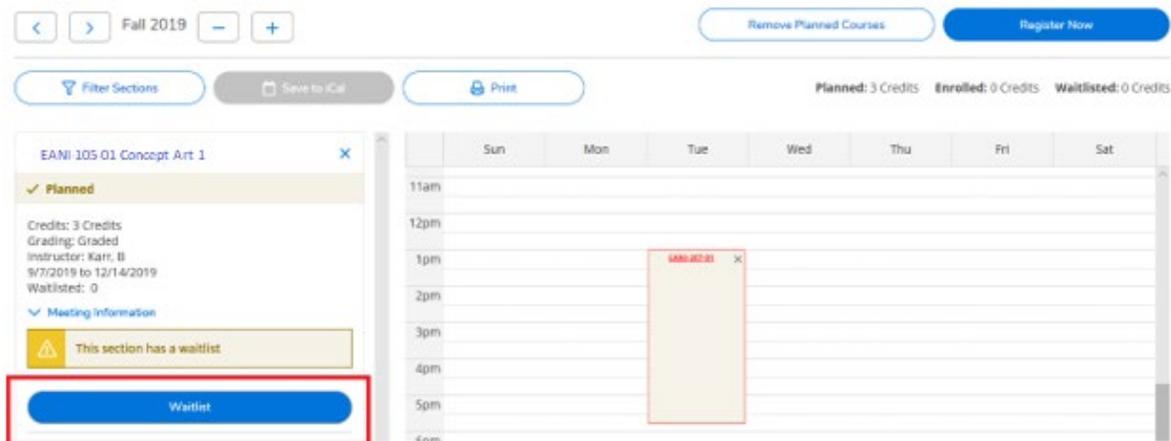
Situations that may prevent registration include, but are not limited to:

- Space does not open up in the desired course section
- You have course conflicts or a hold(s) on your student account
- You do not satisfy any course restrictions and/or prerequisites
- The section is cancelled

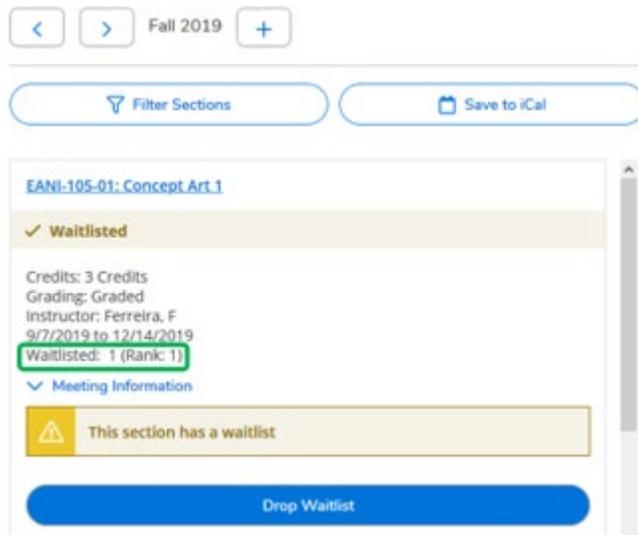
In order to maintain fairness, students cannot waitlist for the following:

- Multiple sections of the same course
- A closed section of a course if already enrolled in a different section of the same course

To place yourself on a waitlist, follow the normal registration procedures for adding a class to your preferred sections. If the class is closed, you can choose the “Waitlist” option from your preferred sections.



You can also view the number of students and your rank on the waitlist.



Registering for a Section from a Waitlist

If you are active on a waitlist and a seat opens for you, you will receive an automated “Permission to Register” e-mail. Make sure to check your ArtCenter e-mail at least daily. Once you receive the “Permission to Register” e-mail, you have 1 day to add the course to your schedule.

Dear Regi Star,

You now have the opportunity to register for Concept Art 1.
Here is more information about the course section:

Term: 19FA
Section: EANI-105-01 Concept Art 1

To claim the seat, you must log in to Inside ArtCenter and register for the section no later than 11:59 p.m. on 8/8/19.

You must go to your Student Planning Dashboard (SPD) and select Register from the section(s) in which you have been given permission to enroll.

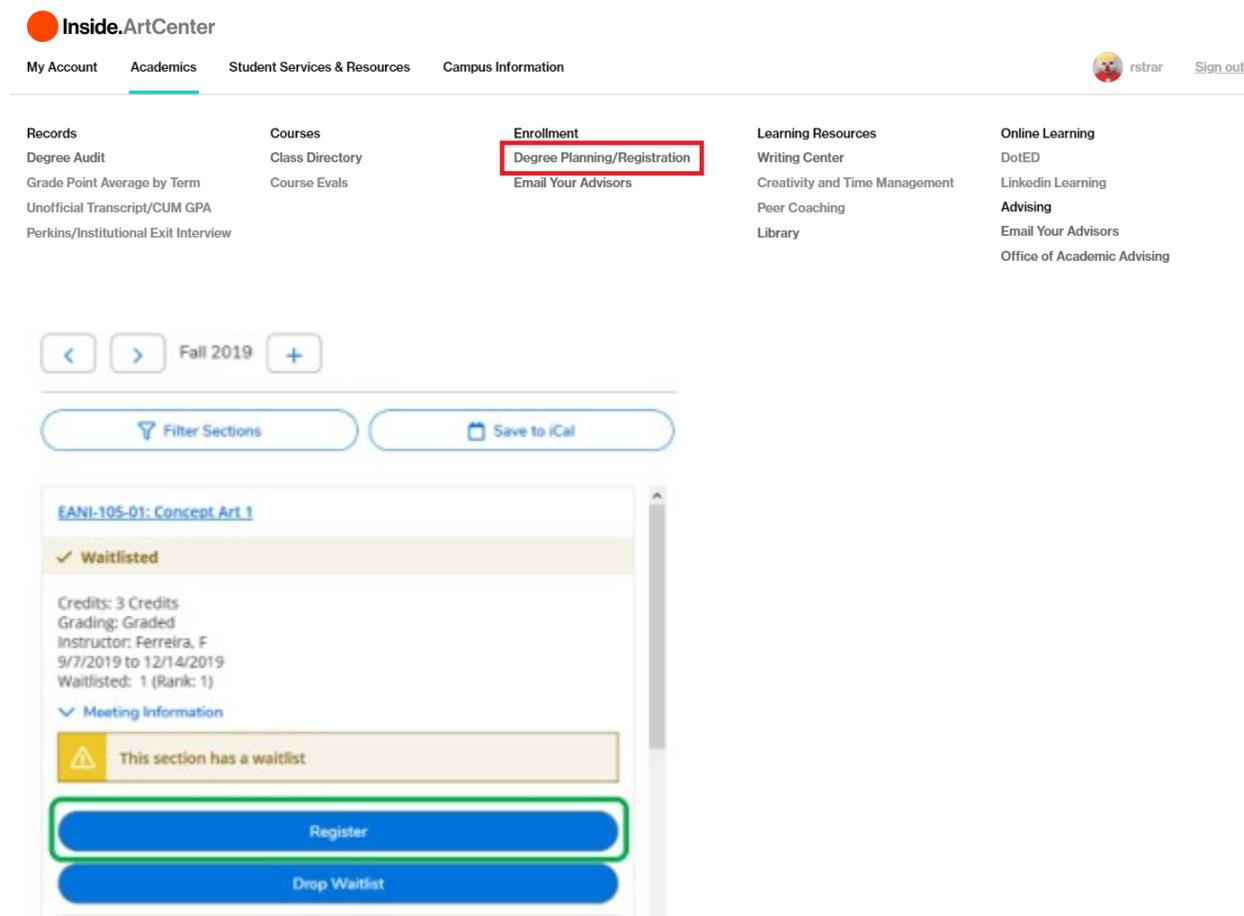
If you do not register by the expiration date above, you will lose the seat that has been reserved for you and it will be offered to the next student on the waitlist.

If you need assistance, please contact Enrollment Services at (626) 396-2313 or by e-mail at enrollmentservices@artcenter.edu.

Regards,

Enrollment Services
ArtCenter College of Design

You must go to **Degree Planning/Registration** and select “**Register**” from the section within the 1 day time period.



If you do not register for the course within 1 day, you will forfeit the seat and it will be offered to the next student on the waitlist. Also, if you accidentally remove yourself from the waitlist, you will have to add yourself back to the waitlist on a first-come, first-served basis.

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Waitlist Etiquette

As a courtesy to other students on a waitlist, please remove yourself from the waitlist if you are no longer interested in enrolling in that course section.

Frequently Asked Questions Regarding Online Waitlisting at ACCD

1. How will I know when a seat becomes available?
Students on the waitlist will be contacted via e-mail if a seat opens. Notification is based on waitlist rank.
2. Where can I see the number of students on the waitlist?
You may view your waitlist information on your Student Planning Dashboard (SPD) through Inside ArtCenter.
3. What if I don't get a waitlist notice before the first class starts?
Being on a waitlist does not guarantee enrollment in a course section. Students should meet with their department for advisement or enroll in a different section of the course.
4. How long should I wait before registering for an alternate class?
Being on a waitlist does not guarantee enrollment in a course section. Students should meet with their department for advisement or enroll in a different section of the course as soon as possible.
5. When are waitlist notifications sent out?
The waitlist process is run frequently during registration. If a seat is available, the e-mail notification will be sent to the student.
6. How do I get on a waitlist for a closed class?
To place yourself on a waitlist, follow the normal registration procedures for adding a class to your preferred sections. If the class is closed, select the "Waitlist" option. The registration system will inform you if the action was successful.
7. How do I know what position I am on the waitlist?
You may view your waitlist rank on your Student Planning Dashboard (SPD) through Inside Artcenter.
8. Can I add to more than one waitlist?
Students can waitlist for different courses but not multiple sections of the same course.
9. How do I drop myself from the waitlist?
Students can remove themselves from the waitlist by selecting the "Drop Waitlist" option displayed below the waitlisted class.
10. How can I request to waitlist if the class doesn't offer that option?
If the section does not have the waitlist option, students should see their department for advisement.
11. Should I just show up to class first day of class and hope to add then?
Students should see their department for advisement.