NVCC Waitlist Registration Information

Waitlisting is a way for students to virtually "wait in line" for a course that is full. NVCC is one of the CT Community Colleges piloting the Banner Waitlist process for the spring 2022 semester, so only a few classes will have the waitlist option available. Currently, waitlist is ONLY AVAILABLE for the spring 2022 term.

IMPORTANT INFORMATION ABOUT THE WAITLIST PROCESS

- Waitlists are offered **only when a course is full**.

- Waitlists have capacity limits; once the waitlist is full, no more waitlisted students will be allowed on the list until there is an opening.

- You will not be allowed to waitlist for a class until you meet the prerequisites—(see "more on prerequisites" below).

- You cannot waitlist for more than one section of the same course, or a course you are already enrolled in. For example, if you are registered in MAT* H167, CRN 9876, you cannot be on a wait-list for MAT* H167, CRN 5432.

- If a course you have waitlisted becomes available, you must assure that there are no time conflicts with your schedule, or you will not be allowed to register for the waitlisted course. *Time conflicts are not checked when waitlisting for a course, but will be enforced when registering for a course.*

- Waitlisting is *NOT* a guarantee that a seat will open up for you. Students should always register for open sections first rather than waitlisting for closed sections. Waitlists should only be use to revise and optimize your schedule.

- Registration **holds** will block your ability to register for a waitlisted seat.

- Waitlists will be **CLOSED on January 15th**.

    *More on Prerequisites: Students will need to meet the same requirements to waitlist for a course as you would if you were registering for that course. Students will not be able to waitlist for a class if they have not met the pre-requisites or corequisites (or if they are not currently taking the pre-requisites or corequisites). Students will not be able to waitlist if they do not meet the registration requirements or special authorization permissions. Students who have successfully completed the prerequisite at another college will need to contact the Admissions Office (nvcc@nvcc.edu) for new or transfer students at NVCC. Continuing or readmitted students should contact the Registrar's Office (records@nv.edu) so that a prerequisite waiver

can be added to the student's registration record for the term. Students should be prepared to submit a copy of their unofficial college transcript showing that the prerequisite course was successfully completed with the required minimum grade.

If a waitlisted seat becomes available:

- You will receive an email notification to your NVCC Email account that will let you know if a seat becomes available.
- You will have a certain amount of time to log into Banner Web and add that class to your schedule. *The notification alone doesn't mean you are registered! You must go into Banner Web to register for the class once you have received the notification!*
- **You will be dropped from the waitlist and that seat will open for the next student in line if you do not complete the process within 48 hours***

***NOTE**: The waitlist process is managed at the system office, and therefore neither NVCC faculty or staff cannot change waitlist parameters in any way. If a student misses his or her registration window, that window is closed and the seat will go to the next person on the waitlist. There is absolutely no appeal process or special circumstance that would allow for overriding the system for any reason, as doing so isn't within the authority or power of NVCC faculty or staff.

WAITLISTING IN MYCOMMNET SELF-SERVICE

If numbers are below the columns labeled WL Cap (Waitlist Capacity), WL Act (Waitlist Actual), and WL Rem (Waitlist Remaining), this means there is a Waitlist on the section.

Note: Failure to pay for classes (or fees) by specific dates (check with your college) may result in being dropped from class(es).

🛑 **Registration Add Errors**
Click here for error explanations.

Student adds self to the course section waitlist.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted To add yourself to the waitlist, use the Action drop down field. You will be notified ONLY through your college email if a spot becomes availalbe.	None ▼ / None / Wait List	2020	CSA*	1105	01	GwCC Credit	3.000	Normal	Intro to Software Applications

Current Schedule

Student passes error checking and is added to the waitlist for the selected CRN

Status
Wait List on Feb 25, 2021 | None ▼ | 2020 CSA* I105 01 GwCC Credit 0.000 Normal | Intro to Software Applications

Total Credit Hours: 0.000

Upon receiving a notification that a waitlisted seat has become available, to self-register, the student must

1. Log into MyCommnet within the timeframe specified.
2. Go to ACCESS BANNER SELF-SERVICE link and then to REGISTRATION/SCHEDULE.
3. Choose the appropriate term and locate your class.
4. Select "Web Registered***, from the drop-down menu (see example below)
5. Click the SUBMIT CHANGES button, to register for the open seat

Wait List on Feb 25, 2021 | None ▼ / None / **Web Registered** | 2021 ACC* I113 01 GwCC Credit 0.000 Normal | Princ. of Financial Acctg

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000

Testa can now self-register for this waitlisted course provided that it is done within the window of time as stated in the email.

Likewise, the student who discovers that a closed section has a waitlist can apply the waitlist action and self-register after receiving the notification email.

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