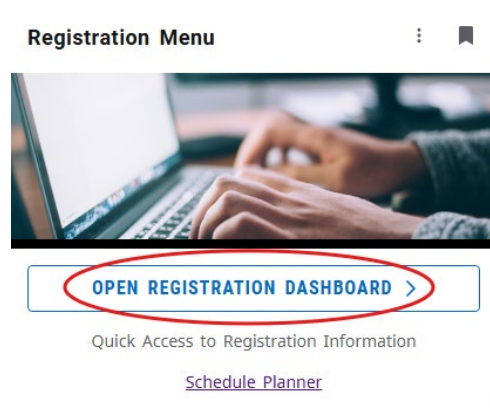


Step-by-Step Guide

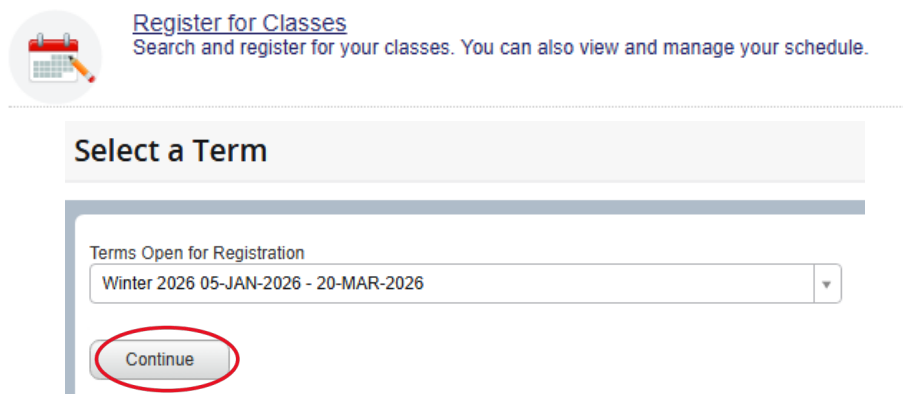
How to Waitlist a Lab or Recitation

Important Note: When a Lecture has a corequisite (e.g., Lab/Recitation), **only the Lab or Recitation** section will utilize the waitlist. The Lecture section itself does not maintain a waitlist.

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.



In the **Registration** area, click **Register for Classes**, then **Select a Term**, and click **Continue**.



Utilize the available **search criteria** (e.g., subject, course number) to search for your desired classes.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

Enter Your Search Criteria ⓘ

Term: Winter 2026

Subject

Course Number

Instructional Methods

Attribute

[▶ Advanced Search](#)

If the lab/recitation class is **full**, the **Status** column will reflect **Full: 0 of [Total #] seats remain**.

To join the waitlist for the full lab/recitation, click **Add** for your preferred Lecture section (e.g., BI 134) and then click **Add** for your preferred Lab/Recitation section (e.g., BI 134L).

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 40 Classes

Term: Winter 2026

Subject: Biology

Search Again

BI	134	20536	Introductory Human Anato...	4	SMTWTFS	- Type: Class Building: Online On C...	In person instruction	GEK Scientific Perspectives	Clark, Amy (Primary)	1 of 1 seats rem...	Add
BI	134L	20537	Lab: Introductory Human A...	0	SMTWTFS	- Type: Class Building: Online On C...	In person instruction		Clark, Amy (Primary)	FULL: 0 of ...	Add

After you click **Add**, the classes will be listed in the **Summary** area, and the **Status** column will reflect **Pending**.

Summary

Details	CRN	Credits	Title	Type	Status	Action
BI 134L, 001	20537	0	Lab: Introductory Human Anato...	Lab meets ...	Pending	Web Reg
BI 134, 001	20536	4	Introductory Human Anatomy a...	Lecture me...	Pending	Web Reg

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 8

Submit

In the **Summary** area, navigate to the **Lab/Recitation** class, in the **Action** column, from the drop-down menu, select **Waitlist**, and click **Submit** (see ***Important Note** below).

Summary

Details	CRN	Credits	Title	Type	Status	Action
BI 134L, 001	20537	0	Lab: Introductory Human Anato...	Lab meets ...	Pending	Web Reg
BI 134, 001	20536	4	Introductory Human Anatomy a...	Lecture me...	Pending	Web Reg

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

Once you click **Submit**, the **Status** column for the **Lab/Recitation** class will update to read **Waitlisted**, confirming successful placement on the waitlist.

- The **Status** column for the Lecture section will read **Errors Preventing Registration**. You will also see a **red error message box** indicating the corequisite is required (e.g., Corequisites BI 134L) required. Click **Ok** on this message to proceed.

❗ Corequisite BI 134L required
Ok

GEK Scientific Perspectives

Clark, Amy (Primary)

1 of 1 seats rem...

Add

Clark, Amy (Primary)

❗ FULL: 0 of ...

Add

LOWER DIVISION CREDIT

Dawson, Amy (Primary)

❗ FULL: 0 of ...

Add

GEK Scientific Perspectives

NAT SC - LACC

Dawson, Amy (Primary)

❗ FULL: 0 of ...

Add

Records: 40

Summary

Details	CRN	Credits	Title	Type	Status	Action
BI 134L, 001	20537	0	Lab: Introductory Human Anato...	Lab meets ...	Waitlisted	None
BI 134, 001	20536	4	Introductory Human Anatomy a...	Lecture me...	Errors Preventing Regist...	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 8
Submit

To finalize this stage, verify that the **Action** column for the Lecture section now reads **Remove** (due to the registration failure) and click **Submit** again. The Lecture section will be removed, leaving only the **Waitlisted** Lab/Recitation on your schedule.

Summary

Details	CRN	Credits	Title	Type	Status	Action
BI 134L, 001	20537	0	Lab: Introductory Human Anato...	Lab meets ...	Waitlisted	None
BI 134, 001	20536	4	Introductory Human Anatomy a...	Lecture me...	Errors Preventing Regist...	Remove Remove Web Reg

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 8
Submit

Summary

Details	CRN	Credits	Title	Type	Status	Action
BI 134L, 001	20537	0	Lab: Introductory Human Anato...	Lab meets ...	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 8
Submit

***Important Note:** If a class has an active waitlist, selecting **Web Reg** from the drop-down menu and clicking **Submit**, it will result in the following error message:

Summary

Details	CRN	Credits	Title	Type	Status
A 115, 002	20391	4	<i>Beginning Design: Two-dimens...</i>	Art Studio ...	Pending

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 20

Submit

Web Reg

Remove

Waitlist

Web Reg

A 115 CRN 20418: Closed - 0 Waitlisted

Search Again

Attribute	Instructor	Status	Linked Sections	Add
CA - LACC Art GEF Communication & Language		1 of 1 seats rem...		Add
CA - LACC Art GEF Communication & Language		! FULL: 0 of ...		Add
CA - LACC Art GEK Literary & Aesthetic Persp		20 of 20 seats r...		Add

Summary

Details	CRN	Credits	Title	Type	Status	Action
A 115, 004	20418	4	<i>Beginning Design: Two-dimens...</i>	Art Studio ...	Errors Preventing Regist...	Remove