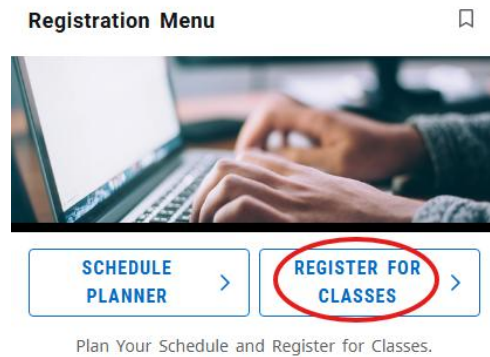


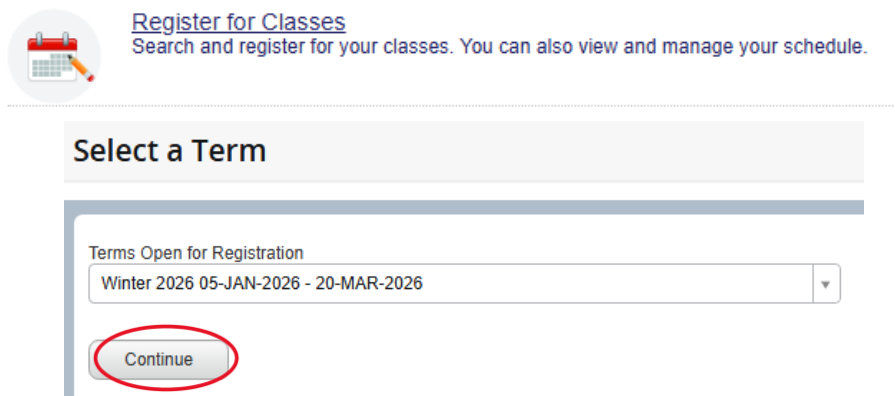
Step-by-Step Guide

How to Successfully Waitlist a Class

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Register For Classes**.



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



Utilize the available **search criteria** (e.g., subject, class 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 class is **full**, the **Status** column will reflect **Full: 0 of [Total #] seats remain**. If there is an active waitlist for the **full** class, to join the waitlist, select the class and click **Add**.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 2 Classes
Term: Winter 2026 Subject: Art Course Number: 115

Subject	Course Nbr	CRN	Title	Credits	Meeting Times	Campus	Instructional Methods	Attribute	Instructor	Status	Linked Sections	Add
A	115	20391	Beginning Design: Two-dimensional	4		On Cam...	In person instruction	CA - LACC Art GEF Communication & Language		FULL: 0 of 1 seat...		Add

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

Summary

Details	CRN	Credits	Title	Type	Status	Action
A 116, 001	20138	4	Beginning Design: Three-dime...	Art Studio ...	Pending	Web Reg

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

Submit

If the class has an active waitlist, 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
A 115, 002	20391	4	Beginning Design: Two-dimen...	Art Studio ...	Pending	Waitlist
EXS 230, 002	20444	0	Foundations of Exercise Science	Lecture	Deleted	Web Reg
BI 235, 002	20113	4	Human Anatomy and Physiology	Lecture me...	Registered	Remove

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

Submit

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

Summary

Details	CRN	Credits	Title	Type	Status	Action
A 115, 002	20391	0	Beginning Design: Two-dimens...	Art Studio ...	Waitlisted	None

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

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	<u>Beginning Design: Two-dimens...</u>	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	<u>Beginning Design: Two-dimens...</u>	Art Studio ...	Errors Preventing Regist...	Remove