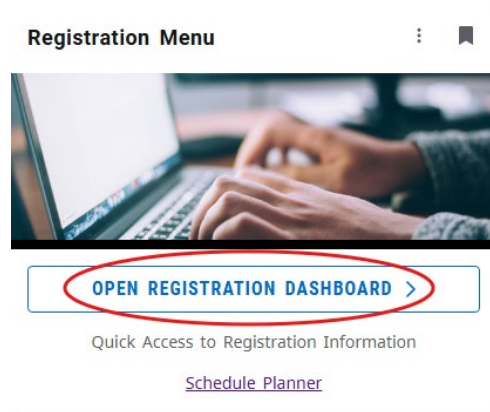


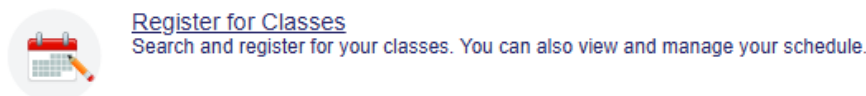
Step-by-Step Guide

How to Successfully Waitlist a Class

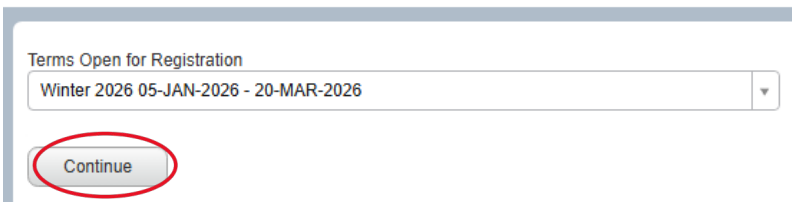
From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.



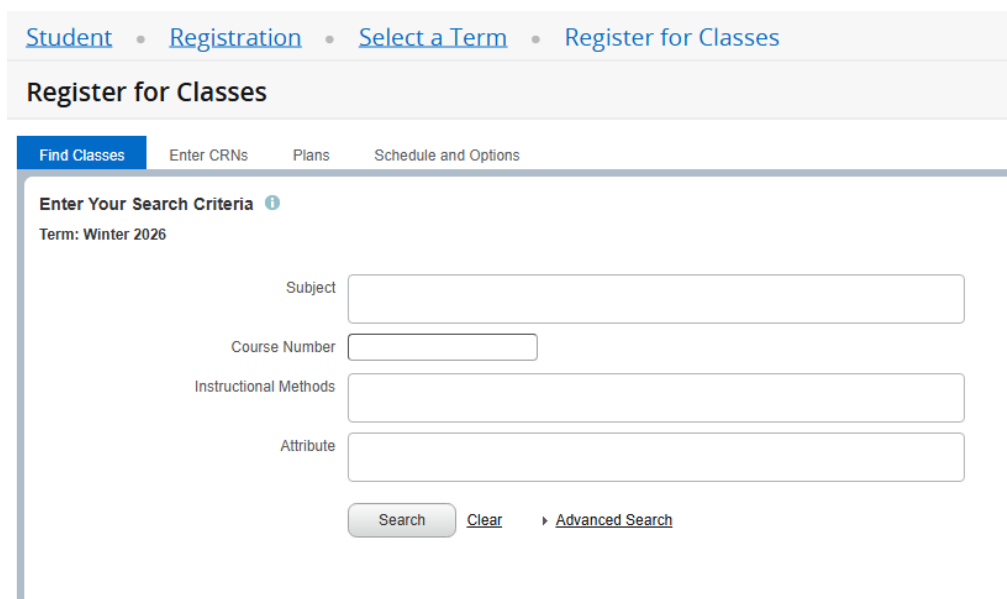
In the **Registration** area, click **Register for Classes**, then **Select a Term**, and click **Continue**.



Select a Term

A screenshot of the 'Select a Term' section. It shows a dropdown menu labeled 'Terms Open for Registration' with the selected term 'Winter 2026 05-JAN-2026 - 20-MAR-2026'. Below the dropdown is a button labeled 'Continue', which is circled in red.

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

A screenshot of the 'Register for Classes' search interface. At the top, there is a breadcrumb trail: 'Student • Registration • Select a Term • Register for Classes'. Below this is the title 'Register for Classes'. There are four tabs: 'Find Classes' (which is active), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Under the 'Find Classes' tab, it says 'Enter Your Search Criteria' with an information icon. Below that, it says 'Term: Winter 2026'. There are four input fields: 'Subject', 'Course Number', 'Instructional Methods', and 'Attribute'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

If the course is **full**, the **Status** column will reflect **Full: 0 of [Total #] seats remain**. If there is an active waitlist for the **full** course, to join the waitlist, select the course 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 course(s) 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 course 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 course 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	Beginning Design: Two-dimens...	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	Beginning Design: Two-dimens...	Art Studio ...	Errors Preventing Regist...	Remove