Using Wait Lists

Many classes are set up with a waiting list, which means if the class is full, you can be placed on a wait list for that class. When an opening occurs, you can be moved into the class automatically.

When openings occur, PeopleSoft will attempt to enroll the waitlisted students during an overnight process. The student’s position on the waitlist determines the order that the enrollments will be processed.

You may view your wait list position on the My Class Schedule page.

To place yourself on a wait list, process the enrollment into the class as you normally would.

Enter or search for the class number and select the enter button.

If the class has a waiting list, the Wait List icon will be displayed.

Check the Wait list if class is full check box before you process the enrollment request. This allows you to be placed on the wait list automatically if the class is full when you process the enrollment.
Select the Next button

Use the scroll bar to scroll down the page.
Select the Proceed to Step 2 of 3 button

Select the Finish Enrolling button
If successful, the Status field will display a green check mark and the Message field will show the waitlist position. If the wait list enrollment was unsuccessful, the Status field will display a red X and the Message field will indicate why it failed.

In this case, the student was successfully placed on the wait list, and is in the second position on the wait list for that class.

If you want to remove yourself from a waitlist, just drop the waitlisted class using the regular drop feature.

You will receive automated emails in your KCTCS email account concerning all your waitlisted classes and activities. It is critical that you monitor that email account regularly.

When openings occur, students are moved from the waitlist into the class during an overnight process.

There are a few situations that will prevent you from moving from the waitlist into the class.

If you are currently enrolled in another section of the same course, you must drop the currently enrolled section to move into the waitlisted class.

If there is a time conflict between a class you are currently enrolled in and the waitlisted class, you must drop the section causing the time conflict.

If an employee overrides a pre-requisite to put you on a waitlist, you will never move from the waitlist into the class. An employee must process the enrollment.