



## Waitlist FAQs

### Q: Uh-oh.... A class I want is full. Now what?

A: Be sure to put yourself on the Waitlist. That option will pop up on your screen as soon as you're notified the course is full. If an instructor can add a student, those on the Waitlist will be notified in order of when they added themselves to the list.

### Q: If a seat opens for me, how will I know?

A: Students are notified via their college email and/or text message if a seat becomes available...BUT you must opt in to receive texts! If you receive text messages from the college on your device, you already opted in. If you don't receive texts, or want to check, follow these directions.

- **OPT-IN FOR TEXTS:** Be sure to opt-in to receive TEXT MESSAGES from the college if you haven't already done so. Log-in to MySite, click **My Classes**, click **Waitlists**, click the box under **Text Message Notifications**. Make sure your mobile phone number is correct too. (If not, change it in the **Update Profile** screen in MySite.)
- **FORWARD EMAIL:** Make sure you don't miss a notification by forwarding your college email to your personal email. Instructions are on the Emeritus website at [www.saddleback.edu/emeritus](http://www.saddleback.edu/emeritus).

### Q: Is it possible I'll be notified of an open seat AFTER the semester begins?

A: Yes, with Emeritus Institute classes that's possible. (However, with non-Emeritus credit classes at the college, the Waitlist process ends when the semester begins.)

### Q: How soon after being notified do I need to enroll?

A: Good question! **After you receive notification, you only have until 11:00 pm the following day to register for that class.** After that the APC number expires and can no longer be used. So, if you put yourself on a Waitlist, be sure to watch for a possible notification!

### Q: I missed my deadline for enrolling in a waitlisted class. Can I get my invitation reinstated?

A: No, sorry. If you miss the deadline, you can only put yourself back on the Waitlist.

### Q: What is an "APC"?

A: APC stands for Add Permit Code. It's a 4-digit number that allows you to register for a class when you enter it next to the ticket number on the registration screen. Only the Waitlist System or an instructor can give you an APC.

### Q: How do I enroll after being notified?

A: You can enroll right on your mobile device (see the Waitlists-Mobile Registration Step-by-Steps in the Guide) OR your desktop computer, just like you normally register for class, and you'll include the 4-digit APC under the class ticket number when registering.

### Q: Can I check my status on the Waitlist?

A: Absolutely! It's easy. Log into **MySite**, click **My Classes**, click **Waitlists**, select the **correct semester** and the screen will give you that information.