



Waitlist & Mobile Registration Guide

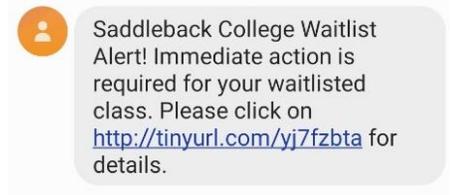
What is “Waitlist”? Waitlist is a service that allows students to sign up for the next available seat when a class is full. Students are notified with instructions via email, and, (if a student has opted in*) a text message, when a seat in a waitlisted class opens up.

NOTE: Not all instructors opt in for “Waitlist.” If not, adding a class that is “full” requires instructor permission with an APC slip obtained when the semester begins. Students need to EMAIL the instructor to ask if they can be added.

What is “Mobile Registration”? For classes that have a Waitlist, students will now have the ability to use their mobile device (cell phone, tablet, laptop) to accept a newly-opened seat they have chosen to be waitlisted for and can enroll in the class immediately.

Waitlist Alert!

If a seat becomes available for a class you are waitlisted for, you will get a **Waitlist Alert!** text that looks like this. Click on the **tinyurl.com** link.



Waitlist Decision

You will see **WHAT WOULD YOU LIKE TO DO?**

● If you **DO** want to enroll in the class, click on **Enroll in this class**, then click **Submit**. Don't stop there! You must complete registration for this class to be enrolled.

After you receive this text that a seat is available to you, you MUST enroll before 11:00 pm the following day or the invitation expires. The expiration date and time is stated in the text.

● If you **DON'T** want to enroll in the class, click **Remove me from the Waitlist for this class**, then click **Submit**.

Once removed from the Waitlist, there's no way to reverse the action.



Waitlist Decision - Spring 2020

Important Message for Fernando Rosales Chacon

- A seat is now available for you for HIST 2 WORLD CIVIL/1500 (Section 63235 T, R From 07:45 AM - 09:35 AM (PT) with E. Seraphin).

You will be automatically removed from the waitlist unless you take action before 11 PM (PT) on 1/8/2020.

Please select from the options below.

WHAT WOULD YOU LIKE TO DO?

- Enroll in this class
- Remove me from the waitlist for this class

Submit

Waitlist Decision - Spring 2020

Important Message for Fernando Rosales Chacon

- You have been removed from HIST 2 WORLD CIVIL/1500 (Section 63235 T, R From 07:45 AM - 09:35 AM (PT) with E. Seraphin). A confirmation email will be sent to you.

← NOTE: You will get this text if you choose to be removed from the Waitlist.



Select Classes

The **Important Messages** will tell you:

- The Waitlisted Class has been added to your pending classes.
- You must complete registration to enroll.

Note that the ticket number and the APC number auto-fill into the boxes so you don't have to enter them.

NOTE: You can also add another class at this time, but it's best to concentrate on completing registration for your waitlisted class. You can always log into MySite again when finished and add another course.

Now click the **GREEN ARROW** at the bottom to continue.

From here, the registration screens are identical to the ones you see when enrolling in classes.

- If these are familiar to you, no need to continue reading these steps. Just be sure to complete the final registration screens.
- If you DO want to see what the next screens look like, keep reading.

REMINDER: You MUST complete registration in order to be enrolled in your waitlisted class. You must see **COMPLETED ENROLLMENT ACTIONS** and see your waitlisted class listed.

Select Classes - Spring 2020

Progress: 1 (Select Term) - 2 (Select Classes) - 3 (Checkout)

Buttons: < Cancel Registration >

Important Messages for Maxima Rueda

- PS 1 (Ticket #21055) has been successfully added to your pending classes
- You must complete registration to enroll in a class

FIND CLASS

Ticket Number * APC

Buttons: Add Class Find Classes

[Schedule of Classes](#)

BALANCE SUMMARY

| | |
|----------------|----------|
| Total Balance: | \$115.00 |
| Total Units: | 3.00 |

Your Classes [View Waitlist Classes](#)

| | | | |
|----------|-----------------------|--------|---------|
| TICKET | 21055 | COURSE | PS 1 |
| TITLE | AMERICAN GOVERNMENT | UNITS | 3.00 |
| DAY/TIME | TTh 7:30 AM - 8:45 AM | ROOM | BGS 329 |
| FEE | \$138.00 | ACTION | UNDO |

Buttons: < Cancel Registration >



Checkout - FEES SUMMARY

Your fees will be stated, if any.

REMINDER: There are Optional Fees, so be sure to select your choice. (You may have to change the default choice.)

Click the **GREEN ARROW** at bottom to continue.

Checkout - Spring 2020

1 Select Term 2 Select Classes 3 Checkout

Fees Summary

Cancel Registration

CHARGES AND CREDITS Expand All

| FEE DESCRIPTION | AMOUNT |
|---------------------------------|-----------------|
| Prior Credit | \$43.00CR |
| PS 1 (Ticket #21055) | \$138.00 |
| Health Fee (Saddleback College) | \$20.00 |
| Sub Total: | \$115.00 |

OPTIONAL FEES

| OPTIONAL FEES | AMOUNT |
|--------------------------------------------------------------------------------------|-----------------|
| Health Services: 1 | |
| Irvine Valley College: <input type="radio"/> Yes <input checked="" type="radio"/> No | \$0.00 |
| Sub Total: | \$0.00 |
| Total: | \$115.00 |

Cancel Registration

Checkout - PAYMENT

Pay your fees, if any.

Click **COMPLETE REGISTRATION** at bottom.

Checkout - Spring 2020

1 Select Term 2 Select Classes 3 Checkout

Payment

Cancel Registration Complete Registration

Important Messages for Maxima Rueda

- At this time, payment must be made by credit or debit card only. If you would like to pay by cash, check, or other option, you will need to complete your registration at the Office of Admissions and Records and make your payment at the college Bursar or Student Payment Office.

ACCOUNT SUMMARY

Balance: \$115.00

Credit/Debit Card

Pay immediately via a secure credit card transaction.

Secure Transaction

Card Number *

XXXX XXXX XXXX XXXX

Expiration *

01 (Jan) 2020

CVV2 * What is this?

XXX

Billing Address Zip/Postal Code *

XXXXXX

Cancel Registration Complete Registration



Registration Confirmation

This screen is the final step.

Under **COMPLETED ENROLLMENT ACTIONS**, make sure your class is listed.

- If it says "NONE," you haven't successfully registered.
- If your class IS listed, you have successfully registered. Congratulations – enjoy your class!



☰
MySite
🏠

Registration Confirmation - Spr...

[Print This Page](#)

Important Messages for Maxima Rueda

- Print this page as confirmation of your registration. This is your receipt.
- You may view your up-to-date account balance at any time by selecting *My Information*, then *View Fee Statement* in your MySite account.
- You will receive an email version of this information at norkarueda@gmail.com

STUDENT DETAILS

Student Name: Maxima Rueda
 Student No.: 1050174

Registration Completed on: *January 07, 2020*

COMPLETED ENROLLMENT ACTIONS

| ACTION | TICKET | COURSE | TITLE | UNITS | DAY/TIME | ROOM | REFUND | DROP W/O 'W' | CLASS DATES |
|-----------------|--------|--------|---------------------|-------|--------------------------|---------|-----------|--------------|-----------------------|
| ENROLLED | 21055 | PS 1 | AMERICAN GOVERNMENT | 3.00 | TTh 7:30 AM - 8:45 AM | BGS 329 | 1/26/2020 | 2/2/2020 | 1/14/2020 - 5/20/2020 |

CHARGES & CREDITS Expand All

| FEE DESCRIPTION | AMOUNT |
|-----------------------------------|-----------------|
| Prior Credit | \$43.00CR |
| PS 1 (Ticket #21055) | \$138.00 |
| Health Fee (Saddleback College) | \$20.00 |
| Total paid by credit card: | \$115.00 |
| Balance due: | \$0.00 |

PAYMENT INFORMATION

| | |
|------------------|----------|
| Payment method | Visa |
| Last 4 digits | 2257 |
| Amount | \$115.00 |
| Invoice number | 1351077 |
| Authorization ID | OK746Z |