00:00 – 00:19

This video will demonstrate how to add a class to the automated waitlist and how to check your waitlist. The Waitlist option is available when a class section is full.

00:10 – 00:21

If selected, you are placed on the class waitlist in the order received. The automated waitlist runs once every 24 hours and adds the next person in line when a seat becomes available.

00:22 – 00:34

The Waitlist system does not send automated notifications when students get enrolled into a class. Students will need to view their waitlist regularly to monitor enrollment into a waitlisted class.

00:35 – 00:49

To add a class to the Waitlist, you will need the 4-digit item number. If you don't have the 4-digit item number, it is found in the class schedule. For directions, watch "Using Class Schedule Video".

00:50 – 01:01

To add a class to the waitlist, go to the My Clover Connection website, *www.cptc.edu/mycc*

01:02 – 01:14

Scroll down to Enrollment Services and click on "Register". This will redirect you to the registration site. Click on "Web Registration".

01:16 – 01:33

You will need to enter your Student ID (identification) number, then enter your Student PIN. Select the quarter and click on "Register".

01:36 – 01:40

Your name appears and you will need to confirm your registration by clicking "Continue".

01:42 – 01:57

At the top right corner of the page, you will see 5 white entry boxes. Type the 4-digit item number you wish to add to your Waitlist.

01:58 – 02:06

You may add multiple item numbers at once. Once you have all your item numbers entered, click "Submit Add/Drop".

Enrollment Services

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02:08 – 02:15

A message appears letting you know the following classes are full and provides you the option to be added to the waitlist.

02:17 – 02:24

The current waitlist count indicates the number of students on the waitlist for that specific class.

02:25 – 02:44

Make sure the box is checked and click on "Add to Waitlist". A confirmation message appears that shows your position on the waitlist. You have now completed adding a class to the waitlist. Click on "Return to Main Menu" to log off.

02:45 – 02:59

To check your waitlist, you will need to go back to the My Clover Connection website. Scroll down to Enrollment Services and click on "Check Waitlist".

03:01 – 03:15

You will need to enter your Student ID number and your Student PIN. Select the quarter and click on "Display My Waitlist".

03:19 – 03:27

Your waitlisted classes are listed for your review. Your position on the Waitlist is listed under the column titled "Position".

03:29 – 03:41

If you wish to remove yourself from the waitlist, check the box under "Remove Me" and click "Submit".

03:42 – 03:58

A confirmation message appears that you have been removed from the waitlist for the indicated quarter. When checking your waitlist and no classes appear, you may have enrolled into an available seat. Check your class schedule to confirm enrollment.

[End of Video]