Waitlist FAQs

RVCC uses a waitlist system for all of its courses, with the exception of Honors and Independent Study courses. A student trying to register for a filled course may have the option of placing themselves on a waitlist. A student can be added to the waitlist for only one section of a course and will not be allowed to simultaneously register for another section of the same course. If a seat becomes available in a closed course, the first person on the waitlist will be notified via RVCC email and given a limited amount of time to register for the course.

**If there is an open section of the course that will work with your schedule, you are strongly encouraged to register for that section instead of placing yourself on a waitlist for a closed section.**

**If you are waitlisted for a course, check your RVCC email daily to ensure that you do not miss your chance to register for the course.**

**Sections with one or more people on the waitlist are closed for registration to students not on the waitlist, even if there appears to be a seat available.**

How does the waitlist work?
When a student attempts to register for a class that has reached its capacity, the opportunity to be placed on a waitlist may be offered. Students who choose to waitlist the class will be prioritized based on when they were added to the waitlist. Should a seat subsequently become available, an email will be sent to the first student on the waitlist notifying him/her of the open seat and noting when the opportunity to register for the class will expire. The seat will be reserved for that student until the reservation period expires. If the student does not register during the allotted time, s/he will be removed from the waitlist.

How do I add myself to the waitlist for a class?
A student can add him/herself to the waitlist in the same way s/he would register for a course in the Lion’s Den:

1. Log into the Lion’s Den
2. Go to Class Look Up or Register / Add Drop Classes
3. Select Term
4. Search for the subject AND choose the correct course
5. If a specific section is closed and you want to add yourself to the waitlist, write down or copy the CRN number
6. At the bottom of the page click Add to Worksheet (this brings you to the Add or Drop page)
7. Type or Paste the CRN into the box at the very bottom of the page
8. Click Submit Changes
9. The course status will tell you the class is closed. In the "Action" column, click on the down arrow next to the word "None". Click on the word "Waitlisted" and then click submit changes
10. You should see the course listed in your registration as “Waitlist”. You will receive an email if a seat opens

To take yourself off the waitlist, click on the down arrow in the action column and click on the word "None" and then click submit changes.

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What email address will the notification of an open seat be sent to?
The notification will be sent to the student’s RVCC college email address (aaaa1111@stu.raritanval.edu). Please be sure to check your RVCC email account daily to ensure that you do not miss notification of an available seat.

How much time will a student be given to register after being notified of an opening?
Students will have three days (72 hours) to register for a class. During periods when the college is closed for more than 72 hours, the permission window will be extended accordingly. During the last week of the waitlist, students will have one day (24 hours) to register.

Will the waitlist be available during the entire registration period?
The waitlist will be made available at the beginning of registration and discontinued two business days before the start of the term.

What happens if I am still on a waitlist when the waitlist system closes?
At the close of the waitlist system, an email will be sent to each student remaining on a waitlist. In most cases, students will be notified that there is no space available and will then have the option of registering for an open section if one is available. All manual overload requests will be handled by the appropriate Department Chair.

Can the department chair override the capacity restriction of a class?
No. Department chairs are not able to override the capacity of a class during the waitlist period.

How do I know if there is room on the waitlist for a course?
When you search the schedule for classes to add, you’ll see columns for WL Cap, WL Act, and WL Rem. The Waitlist Capacity indicates the number of positions on the waitlist, Actual tells you how many students are currently on the waitlist for the section, and Remaining indicates how many positions are still available.

Will students see their waitlist positions on the web?
Students will see the waitlisted class included with the classes for which they are registered, but their position on the waitlist will not be noted.

Can a student who is registered for a class waitlist him/herself for another section of the same course?
No, a student is allowed to register or waitlist him/herself for only one section of a course.

Can a student waitlist him/herself for multiple sections of the same course?
No, a student is limited to being on only one waitlist for a course.

Can a student waitlist him/herself for a course that has a time conflict (meets at the same time) as another course?
Yes. The student will be able to waitlist him/herself for a course that conflicts with one for which s/he is already registered. If the student is subsequently given the opportunity to register for the class as a result of a newly opened seat, the time conflict will need to be resolved. In other words, the student will only be able to register for one of the two conflicting sections.
Can a student waitlist him/herself for a course that has any other registration restrictions?
No. Other than a time conflict, all of the restrictions that apply to registration also apply to the waitlist. Therefore, students will not be able to place themselves on a waitlist for a course for which they are missing a prerequisite or co-requisite, need special approval, etc.

If a waitlisted student is assigned a registration hold, will the person still be able to register for the class?
No. At the time of registration, holds, along with all other registration restrictions are enforced. If you have a hold and receive notification of an open seat, you need to register in Enrollment Services (College Center) before the offer expires.

If I’m dropped for non-payment and was on a waitlist, what happens to my waitlist position?
When a student is dropped for non-payment all of his/her class registrations and waitlist positions are deleted from the system.

Can I remove myself from the waitlist for a class?
Yes. You can drop from a waitlist by using the “Drop/Delete on Web” registration option. This is the same option that is used to drop from a class in which you are registered.