

MT. SAN ANTONIO COLLEGE HOW TO WAITLIST &

CHECK WAITLIST POSITION

1 Login: <u>inside.mtsac.edu</u> (portal), view the "Student Self-Service" tile, click "Registration," and #4 Register (Add/Drop) Classes Student Self Service 3. Select Term 4. Register (Add or Drop) Classes Registration) Change Class Grading Option **2** Select the term: Fall, Spring, Summer or Winter Register for Classes Search and register for your classes. You can also view and manage your schedule. **3** Select the term: Fall, Spring, Summer or Winter Select a Term for Class Search Enter Your Search Criteria Term: Fall 2025 Fall 2025 Choose Credit or Noncredit 🗙 Credit Select "Credit" Example: English or Business OR Example: ENGL OR BUSA Continue Course Number Example: C1000 Title Special Class Type Keyword (With Any Words) Advanced Search Search 4 Click the "add" button Add SMTWTFS 11:30 AM - 03:20 PM FULL: 0 of 24 Introduction General Chemistry 10435 5 7 2 of 5 waitlist s. SMTWTFS 03:50 PM - 07:00 PM

5 Click the "submit" button.

If the following error appears on the top, right-hand side of the screen, this specific course is only available for "waitlist". Select "waitlist" from the drop-down menu.



6 Select "Schedule Details". Review and monitor your waitlist position daily.

- When the position #is "0", select "web registered" to add the course. Only 72 hours will be granted to add the course when "0" is displayed.
- If the waitlist position is 1-10 on the first week of class
 - Visit the class for in-person or
 - Email the professor for an online course.
- The professor will provide an "add-code" if they add students to the course.

Schedule Schedule Details
Class Schedule for Summer 2025
Introduction General Chemistry Chemistry 40 Section 03 Class Begin: 06/23/2025 Class End: 08/03/2025 Waitlisted Message: Wait List Hours: 0 Level: Credit Campus: Mt San Antonio College Schedule Type: Lecture/Lab Instructional Method: Lecture-Lab/Studio/Activity Grade Mode: Standard Letter Grade Waitlist Position: 4 06/23/2025 - 08/03/2025 SMTWTFS 11:30 AM - 03:20 PM Type: Class Location: Mt. San Antonio College Building: Bldg 7 Room: 2102 06/24/2025 - 07/30/2025 SMTWTFS 03:50 PM - 07:00 PM Type: Lab Location: Mt. San Antonio College Building: Bldg 60 Room: 3617 Instructor: Li, Dr. Cindy Li C (Primary) Li, Dr. Cindy Li C CRN: 10435