



HOW THE AUTOMATED WAITLIST WORKS

Enrollment Services * (425) 352-8860
18345 Campus Way NE * Bothell, WA 98011

1. PLACE YOUR NAME ON THE WAITLIST

This is an option offered automatically for those classes that have a waitlist. If the option is not offered, there is no waitlist.

2. CLEAR HOLDS ON YOUR STUDENT ACCOUNT including parking fines, library dues, outstanding debts, or unpaid fees prior to the automated enrollment. Unresolved holds will result in the student being removed from the waitlist and the spot will go to the next student on the list.

3. CHECK YOUR STUDENT SCHEDULE daily at the Cascadia website to find out if you have been automatically registered for the waitlisted class. There will also be a notification email sent to your email address on file. Keep your email address updated.

4. CLEAR SCHEDULING CONFLICTS such as time conflicts, enrollment into the same class-different section, or unauthorized over 24 credit status. If scheduling conflicts are not cleared by 8 am of the next business day, students will automatically be dropped from the last enrolled class that caused the scheduling conflict.

5. PAY FOR TUITION either by tuition deadline or, if waitlist registration occurs after the tuition deadline, tuition and fees by 8 am of the next business day.

NON-PAYMENT will result in class being dropped.

NOTE

- Students may place their name on up to three different waitlists.
- Students may NOT waitlist for different sections of the same class or be enrolled and waitlisted for different sections of the same class.
- Enrollment Services will accept the instructor's permission beginning the start of the quarter until the Last Day to Add deadline for any classes that have a waitlist.
- The waitlist closes the day before the quarter begins.

SEE REVERSE FOR MORE INFORMATION

Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.

FREQUENTLY ASKED WAITLIST QUESTIONS

HOW DO I CHECK MY STUDENT SCHEDULE FOR AUTOMATIC REGISTRATION IN A WAITLISTED CLASS?

- Go to www.cascadia.edu
- Click on Student Toolbox at the top of the page.
- Click on Print or View Your Student Schedule.
- Click on Student Schedule.
- Input Student ID Number.
- Input PIN (Personal Identification Number).
- Select year and session/quarter.
- Click Get My Schedule.

HOW DO I CHECK MY WAITLIST STATUS OR REMOVE MY NAME FROM A WAITLIST?

- Go to www.cascadia.edu
- Click on Student Toolbox at the top of the page.
- Click on Waitlist.
- Click on Waitlist Status.
- Input Student ID Number.
- Input PIN (Personal Identification Number).
- Select year and quarter.
- Click Display My Waitlist.

➤ **To remove your name: Click on Remove from Waitlist**

WHAT IF NO SEATS BECOME AVAILABLE BEFORE CLASSES BEGIN?

Bring a Credit Registration Form (if you have not officially registered for any other classes) to the first class session and check with the instructor on class availability. If the instructor approves your registration into the class, you must have the instructor sign and date. If the class is already full, the instructor must initial permission to over-enroll. Enrollment Services will accept the instructor's permission beginning the start of the quarter until the Last Day to Add deadline for any classes that have a waitlist. ***IT IS THE STUDENT'S RESPONSIBILITY*** to bring the signed form to Enrollment Services by the "Last Day to Add Deadline". Tuition must be paid by 8am of the next business day to avoid automatic drop due to non-payment.

WHAT IF I CAN'T MEET WITH THE INSTRUCTOR IN PERSON TO OBTAIN SIGNED PERMISSION (if class is Online for example)?

Enrollment Services will also accept a printed e-mail from the instructor clearly stating his/her approval of enrollment with **specific quarter, item number, course name, section number and approval for over-enrollment (if applicable)** in lieu of signed permission on Credit Registration Form.

Please contact Enrollment Services at **425-352-8860** with any further questions regarding the waitlist process.

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