



**Student Waitlist Registration
Frequently Asked Questions**

Q1. What is a waitlist?

A1. Waitlist is an electronic list of students who want to enroll in a section that is full (closed). If a student drops the course or doesn't pay by the payment due date, then students on the wait list can be added to the section.

Q2. How do I get on a Waitlist?

A2. When you try to register for a closed section, you may have the option to add yourself to the waitlist.

Q3. Can I waitlist for other sections of a course for which I'm already registered?

A3. No. Once you are enrolled in a section the waitlist is no longer an option for any other section of that course.

Q4. Can I waitlist for more than one section of the same course?

A4. Yes, but as soon as you register for one section of the course, your other waitlists for that course are deactivated.

Q5. What is the last day I can add myself to a waitlist?

A5. The last day you can add yourself to a waitlist is the payment due date for that term.

Q6. Does being on a waitlist for a closed section guarantee me a seat in that section?

A6. No. The only way to guarantee a seat is to register for an open section.

Q7. How do I know I was moved from the waitlist into the section?

A7. You will receive an email at your student.elgin.edu email address informing you that you have been moved from the waitlist and enrolled in the class. Visit elgin.edu/studentportal for login instructions.

You are encouraged to check your schedule regularly by logging into accesECC and clicking on the "My Class Schedule" link or by calling registration at 847.214.7393. You will also receive a registration statement in the mail. If a seat becomes available, the student at the top of the waitlist will be moved into the section. If you are moved into the section you will need to make arrangements to pay tuition and fees associated with that course prior to the published payment due date for pre-registered classes. Payment due dates can be found on the website at www.elgin.edu/paymentcalendar.

Q8. How can I monitor where I am on the waitlist?

A8. Use "Manage My Waitlist" on accesECC.

Q11. What if I change my mind and want to remove myself from the list?

A11. Go to "Manage My Waitlist" on accessECC to remove yourself from the waitlist.

Q12. What happens if I drop a section and want to get back into the same section?

A12. If there is a waitlist, you must place yourself at the end of the waitlist

Q13. What if I am not placed into the class by the payment due date?

A13. After eligible wait list students are moved into seats made available (on a first-come basis) due to drops for non-payment by pre-registered students, wait lists will be discontinued. Students who were not moved into classes must find alternative courses.

Q14. Can I still register for courses after the payment due date?

A14. Once waitlists are discontinued, students will only be able to register (in person or online) for sections with seats available. After the published payment due date for pre-registered students, students must arrange payment according to the daily drop for non-payment policy. Students who fail to appropriately arrange payment will be dropped according to that policy and their seats will be re-opened for registration.

Q15. What if I am already on a payment plan or I am receiving financial aid?

A15. Students who have enrolled in payment plans who subsequently add classes will have all additional tuition and fees added to the payment plan and those charges will be subject to the same terms and conditions as the original payment plan. Students receiving financial aid should check with their financial aid advisor to ensure all additional charges will be covered. Any balance not covered by financial aid must be paid according to the daily drop for non-payment policy. Students who are dropped for non-payment will have their seats re-opened for registration.