

How to Get on a Waitlist in myGateway

- After the CRN is entered and submitted, students will receive the error message below if the class is closed and there are seats available on the waitlist.
 - Note: Not all courses have a waitlist.

The screenshot shows a Windows Internet Explorer browser window titled "Add/Drop Classes: - Windows Internet Explorer provided by Fullerton College". The address bar shows the URL "https://www.webstar-test.nocccd.edu:6050/test/bwckcoms.P_Regs". The page content includes instructions on how to add classes and a registration error message. The error message states: "One or more registration changes have failed. Click here to View Registration Add Errors". Below this, a table titled "Registration Add Errors" shows a single entry with the following details:

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	24447	ENGL	039	F 010	Fullerton College	4.000	Pass/No Pass Basic Writing

Below the table is a section titled "Add Classes Worksheet" with a "Class Search" button and a row of ten empty input boxes for CRNs. At the bottom of the worksheet are two numbered buttons: "1 Confirm Your Choices" and "2 Complete Registration". A "[View Holds]" link is also visible at the bottom of the page.

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- If the student clicks on the error message, an information text box will come up with instructions. See below.

The screenshot shows a Windows Internet Explorer browser window titled "Add/Drop Classes: - Windows Internet Explorer provided by Fullerton College". The address bar displays the URL: https://www.webstar-test.nocccd.edu:6050/test/bwckcoms.P_Regs. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility.

An information dialog box titled "Registration Error Help - Windows Internet Explorer provided b..." is overlaid on the main page. The dialog box has a URL bar showing https://www.webstar-test.nocccd.edu:6050/test/bzskerrr.P_Reg_ErrorText?error_in=Cl. The dialog content includes the WebStar logo and the text: "Registration Error Help", "No seats available. To place yourself on the waitlist, use the dropdown menu and select **Waitlist**. Then click **Confirm Your Choices**. Your position on the waitlist will be the number in the message on the registration page. Waitlist students are not guaranteed enrollment into this CRN.", and a blue "Exit" link. At the bottom of the dialog, it says "RELEASE: 8.2" and "[Privacy Policy]".

The background page, which is partially obscured, shows a registration form with a "Class Search" button, a "CRNs" field, and a "Confirm Your" button. A status message reads "Closed - 0 Waitlisted". A "[View Holds]" link is visible at the bottom of the page.

The Windows taskbar at the bottom shows the Start button, several open Internet Explorer windows, and a folder named "WAITLIST SCREE...". The system clock indicates the time is 11:32 AM.

How to Get on a Waitlist in myGateway

- For a student to place themselves on the waitlist they must now do the following:
 - Click the drop down box next to the error message
 - Choose "Wait Listed" from the list
 - Click "Confirm Your Choices"
- The position on the waitlist will be the number in the message.

The screenshot shows a Windows Internet Explorer browser window titled "Add/Drop Classes: - Windows Internet Explorer provided by Fullerton College". The address bar shows the URL "https://www.webstar-test.nocccd.edu:6050/test/bwckoms.P_Regs". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content includes instructions on how to add classes, a "Registration Add Errors" section with a table, and a "Confirm Your Choices" button.

Click on **HELP** for detailed instructions on how to add classes, drop classes, and **change variable units**.

Enter CRNs for classes you wish to add, then click the "**Confirm Your Choices**" button.

When you have confirmed your choices, click the "**Complete Registration**" button.

❗ One or more **registration changes have failed**. [Click here to View Registration Add Errors](#)

❗ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Wait Listed	24447	ENGL	039	F 010	Fullerton College	4.000	Pass/No Pass	Basic Writing

Add Classes Worksheet

Class Search

CRNs

1 Confirm Your Choices

2 Complete Registration

[View Holds]

Done, but with errors on page. Internet 100%

start 6 Internet Expl... 4 Java(TM) Plat... 2 Microsoft Offi... WAITLIST SCREE... 11:36 AM

How to Get on a Waitlist in myGateway

- If the student attempts to register for a course but the class and waitlist are already full, the student will receive the error message below:

The screenshot shows a Windows Internet Explorer browser window titled "Add/Drop Classes: - Windows Internet Explorer provided by Fullerton College". The address bar shows the URL "https://www.webstar-test.nocccd.edu:6050/test/bwckoms.P_Regs". The page content includes instructions on how to add classes and a registration error message.

Click on **HELP** for detailed instructions on how to add classes, drop classes, and **change variable units**.

Enter CRNs for classes you wish to add, then click the "**Confirm Your Choices**" button.

When you have confirmed your choices, click the "**Complete Registration**" button.

One or more registration changes have failed. [Click here to View Registration Add Errors](#)

Registration Add Errors

Status - Click on link below for help	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Closed - Waitlist Full	24448	ENGL	039	F 020	Fullerton College	4.000 Pass/No Pass	Basic Writing

Add Classes Worksheet

Class Search

CRNs

1

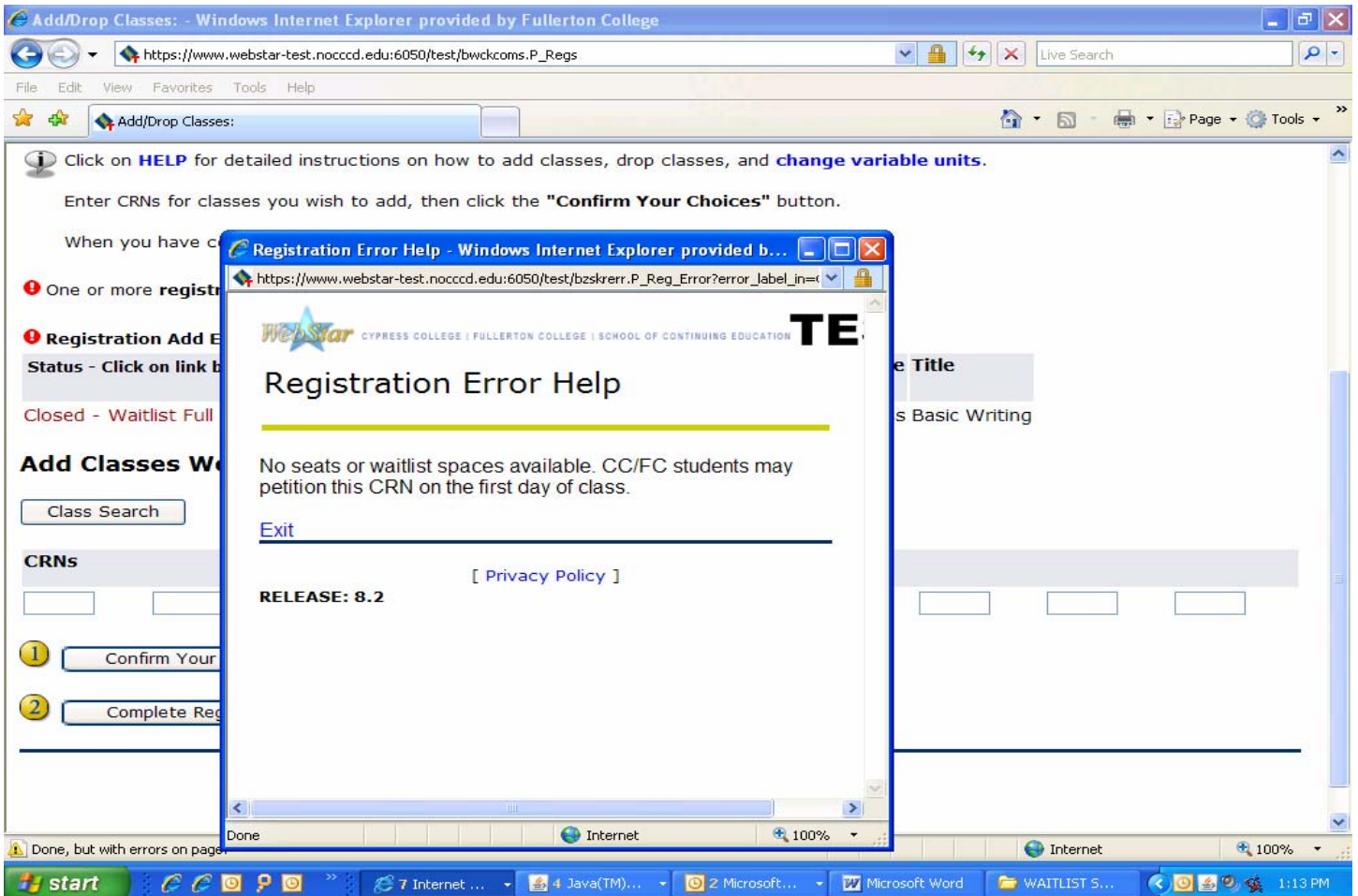
2

[[View Holds](#)]

[[Privacy Policy](#)]

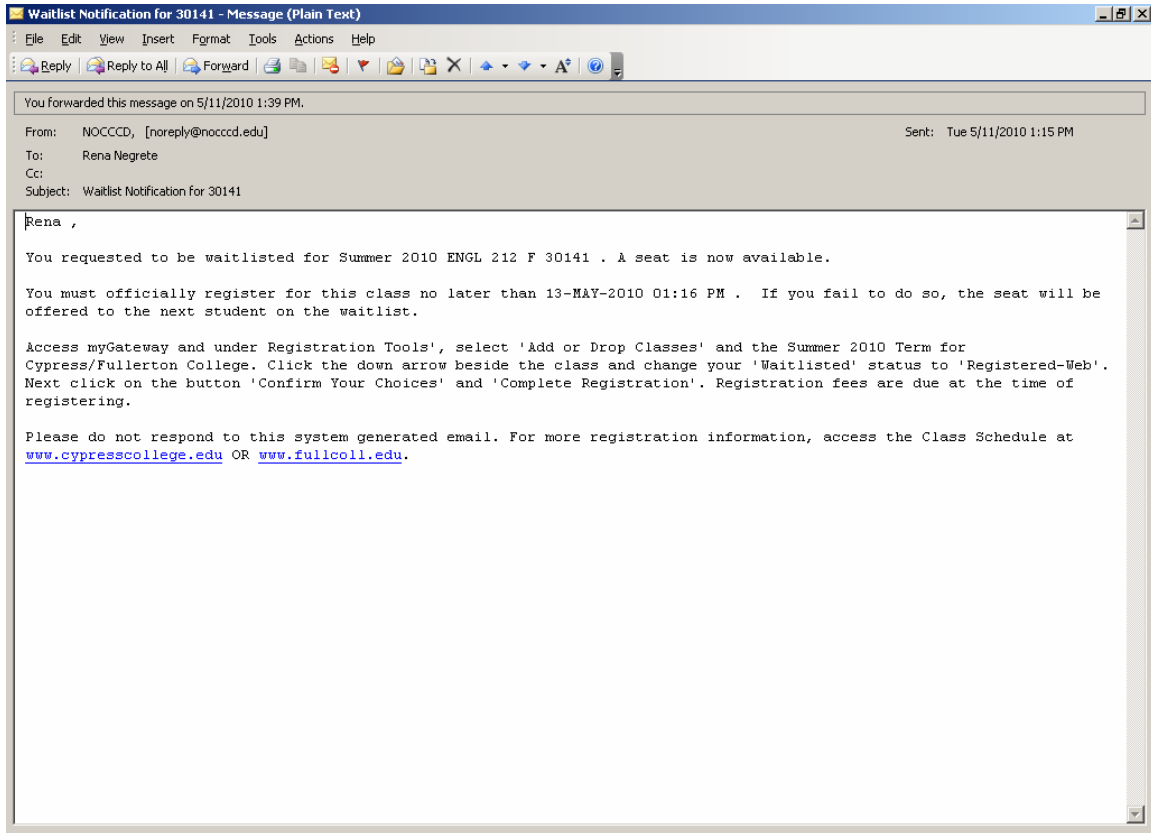
How to Get on a Waitlist in myGateway

- If the student clicks on the error message, an information text box will come up with instructions. See below.



How to Get on a Waitlist in myGateway

- When a seat opens, students who are on the waitlist will receive an email notification to their preferred email address on file
 - See example email below:



How to Get on a Waitlist in myGateway

- The student must take action to add the class within 48 hours
- For a student to add the course after they receive the email notification, they must now do the following:
 - Log in to myGateway
 - Click the drop down box next to the error message
 - Choose “Registered – Web”
 - Click “Confirm Your Choices”

The screenshot shows a web browser window titled "Add/Drop Classes: - Windows Internet Explorer provided by Fullerton College". The address bar shows the URL: https://www.webstar-test.noccd.edu:6050/test/bwskfreg_P_AddDropCrse. The page displays a table of classes with columns: Status, Action, CRN, Subj, Crse, Sec Level, Cred, Grade Mode, and Title. A dropdown menu is open for the "Wait Listed" row, showing options: None, Drop On-Line, and Registered--Web. Below the table, there is a "Total Credit Hours: 0.000" and a "Billing Hours: 21.000" section. At the bottom, there is a section titled "Add Classes Worksheet" with a "Class Search" button.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Drop On-Line on Jan 19, 2010		24272	PE	235	800 Fullerton College	0.000	Standard Letter	First Aid, CPR, & Safety Educ
Drop On-Line on Jan 04, 2010		22519	PE	188	015 Fullerton College	0.000	Standard Letter	Self Defense-Boxing
Drop On-Line on Jan 04, 2010		20261	ENV5	105	100 Fullerton College	0.000	Standard Letter	Environmental Biology
Drop On-Line on Jan 04, 2010		23830	POSC	100	T01 Fullerton College	0.000	Standard Letter	American Government
Drop On-Line on Jan 04, 2010		23276	ETHS	131	001 Fullerton College	0.000	Standard Letter	African-American History II
Drop On-Line on Jan 04, 2010		24237	SOC	285	001 Fullerton College	0.000	Standard Letter	Drugs and Society
Drop On-Line on Jan 04, 2010		23016	SOSC	120	002 Fullerton College	0.000	Standard Letter	Intro Probability/Statistics I
Drop On-Line on Apr 13, 2010	None	24275	PE	235	804 Fullerton College	0.000	Standard Letter	First Aid, CPR, & Safety Educ
Wait Listed on Apr 13, 2010	None Drop On-Line Registered--Web	24263	PE	245	800 Fullerton College	0.000	Standard Letter	Lifesaving, Basic Rescue/CPR

Total Credit Hours: 0.000
 Billing Hours: 21.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Apr 13, 2010 09:03 am

Add Classes Worksheet

Class Search

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- The status next to the course should now say “Registered - Web”
- Student will then click “Complete Registration”, which will take them to the fee payment screen.
 - Note: Once a student registers for a course when they were previously on the waitlist, the same Drop for Non-Payment rules apply. If students do not pay for their course, they will be in danger of being dropped for non-payment.

Drop On-Line on Jan 04, 2010 23276 ETHS 131 001 Fullerton College 0.000 Standard Letter African-American History II

Drop On-Line on Jan 04, 2010 24237 SOC 285 001 Fullerton College 0.000 Standard Letter Drugs and Society

Drop On-Line on Jan 04, 2010 23016 SOSC 120 002 Fullerton College 0.000 Standard Letter Intro Probability/Statistics I

Drop On-Line on Apr 13, 2010 24275 PE 235 804 Fullerton College 0.000 Standard Letter First Aid, CPR, & Safety Educ

Registered--Web on Apr 13, 2010 24263 PE 245 800 Fullerton College 2.000 Standard Letter Lifesaving, Basic Rescue/CPR

Total Credit Hours: 2.000
Billing Hours: 23.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 13, 2010 09:04 am

Add Classes Worksheet

CRNs

1

2