

How to Manage my Waitlist

If a class is filled, you can **add** your name to the waitlist for the class.

How do I add my name to the Waitlist on a course?

- **Log In** to your WebAdvisor account
- Click on **Students**
- Select **Manage My Waitlist**
- Click on **Waitlist** from the Action list
- Click on **Submit**

How will I be notified?

If space becomes available, a notification is sent to your Craven Community College Student **Gmail Account**. You will have **only 24 hours** to register for the course. If you don't check your emails/messages **daily**, please forward your emails/messages to an account you check **daily**. Computers are available on both campuses to check email.

What happens if I missed the 24 hour deadline?

If you missed the 24 hour period that you had permission to register, you will need to add your name back to the waitlist. Due to the way the system processes the waitlists, there's no flexibility to go back and register.

Can I be on more than one Waitlist?

Yes, You **CAN** be on **waitlists** for **different courses**, but you **CANNOT** add your name to **multiple waitlists** for the **same course**.

Example:

CIS-110-ND1 and ENG 111-NE1 - **Yes**

CIS-110-ND1 and CIS-110-NE1 - **No**

How do I remove my name from the Waitlist on a course?

- **Log In** to your WebAdvisor account
- Click on **Students**
- Click on **Manage My Waitlist**
- Click on **Remove** from the Action list
- Click on **Submit**

How long do I need to watch for an opening?

Waitlists are available until three days before the end of each registration period.

What if another section is added?

Please check WebAdvisor regularly for added sections. Changes are made until classes begin for each term. You can remove your name from a wait list and register for another section.