

Waitlisting in MyNCTC-Student Instructions

- 1) Log into MyNCTC and go to the "Student Services" tab, then select **Add/Drop Courses** from the left-hand menu.
- 2) Search for courses-if you see a preferred class with a course section that is full, then check the box next to the class and hit "Add" as if adding that class to your schedule.

Add/Drop Courses

Add/Drop Courses - Results

Search Results

[Search Again](#) Term: Division: Other previously selected sea

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input checked="" type="checkbox"/>		GOVT 2305 310	FEDERAL GOVERNMENT	Danley-Scott, Jennifer Hope	0/30	Full	Online; Gainesville Campus and Online Courses, Online, Online	3.00
<input type="checkbox"/>		GOVT 2305 311	FEDERAL GOVERNMENT	Ramsey, Adam	0/30	Full	Online; Gainesville Campus and Online Courses, Online, Online	3.00
<input type="checkbox"/>		GOVT 2305 312	FEDERAL GOVERNMENT	Smith, David R	0/30	Full	Online; Gainesville Campus and Online Courses, Online, Online	3.00

- 3) If you are eligible (*you have met necessary pre-requisites for a course, have the necessary TSI placement level, etc.*) you will receive a message regarding adding yourself to the Waitlist-click "**Add to Waitlist**". You can **only be added to a Waitlist for one section per class** (*i.e. only ONE section of BIOL 2402, ONE section of MATH 1342, etc.*). However you can be *enrolled* in one section of a course, and on the Waitlist for a different section of the same course. If you attempt to add yourself to two Waitlists for the same course you will be prompted to drop/switch one of the Waitlisted course sections you have selected.

Add/Drop

Term:
Add Period Open / Drop Period Open
You are currently registered for **3 credits**. You are pending registration for **4 credits**.

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

GOVT 2305 310

Course

Info:

Error: **GOVT 2305 310 - This course is full, or students are already waitlisted.**

Resolution: This section is full, but there is a waitlist you can join. **Currently there are 0 student(s) on the waitlist.** To join the waitlist, click the "Add to Waitlist" button below. Otherwise you can ([Check for other sections](#)) if you want to try and find one that isn't full that you could register for immediately.

- 4) You will be able to see your Waitlisted courses on your Add/Drop screen, just below the courses that are officially part of your schedule. You can remove yourself from any of your Waitlisted courses at any time just by checking the box next to the course and clicking "Leave Selected Waitlist".

[BIOL 1322 311](#) NUTRITION & DIET THERAPY I Online Gainesville Campus and Online Courses Online ONLIN 3.00 College Level Cou

Drop Course(s)

Waitlisted Courses						
Drop	Code	Title	Schedule	Location		Credits
<input type="checkbox"/>	BIOL 2402 420	HUMAN ANATOMY & PHYSIOLOGY II	MTWR 8:00 - 9:20 AM MTWR 9:30 - 11:50 AM	Corinth Campus	Corinth Campus	263 364
<input type="checkbox"/>	GOVT 2305 310	FEDERAL GOVERNMENT	Online	Gainesville Campus and Online Courses		Online ONLIN 3.00

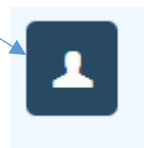
Leave Selected Waitlist(s)

- 5) If/when a seat becomes available in a Waitlisted course, you will receive an e-mail to the alternate e-mail address you have on file with NCTC. **Please verify your e-mail on file is correct** by clicking on this icon while logged into MyNCTC. Select "Personal Info", and then review your "Biographical Info".

My Info

Account Info | Communication Preferences | Photo | Custom Info | **Biographical Info**

Name, Address, and Personal Details



- 6) If you receive an e-mail saying space has become available, **then you have 24 hours from when the e-mail was sent to you** to take action. You will go to the Add/Drop menu in your MyNCTC account to view your Waitlisted course. Select the course for which you received the e-mail notification.

Add/Drop

Current Term: 2017-2018 - Summer (All Terms)
Add Period Open / Drop Period Open

Holds: This hold does not prevent registration. You are on hold because you have completed 30 hours c graduation or transfer

[Add/Drop Courses](#) [Course Search](#)

Your Schedule		
Course	Title	Status
SPCH 1315 320	PUBLIC SPEAKING	Waitlisted

- 7) Click "Move to Current" and then verify that you are wanting to add the Waitlisted course to your schedule by clicking "Change Waitlisted to Current" or "Cancel" if you no longer wish to enroll in the course.

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Cred
No Current Courses for the selected Term and Division.						

Waitlisted Courses

Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	SPCH 1315 320	PUBLIC SPEAKING	Online	Gainesville Campus and Online Courses

[Move to Current](#)

Schedule of Classes (To view online course availability, select the Gainesville campus.) - Change Waitlisted to Current

Course: SPCH 1315 320 PUBLIC SPEAKING **Credits:** 3.00 **Term:** 2017-2018 - Summer - Summer II 5 Week

SPCH 1315 320 is FULL. 1 student(s) are waitlisted.

You have been authorized to change your "Waitlisted" status to "Current". Click the Change Waitlisted to Current button to proceed.