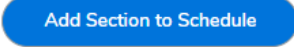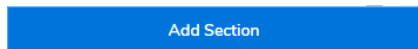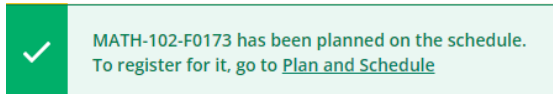# Shasta College

Waitlist and Add Authorizations Tip Sheet: For Students

Prior to a course starting, you should utilize the waitlist in order to indicate your interest in adding the course. You can do so by completing the following steps:

1. Search for course in MyShasta. Click [Add Section to Schedule] when desired section is found. Then when the Section Details pop up, click [Add Section] on the bottom right of the box. This will bring the student to the top of your MyShasta screen and you will see this box:

   > ✓ MATH-102-F0173 has been planned on the schedule. To register for it, go to Plan and Schedule
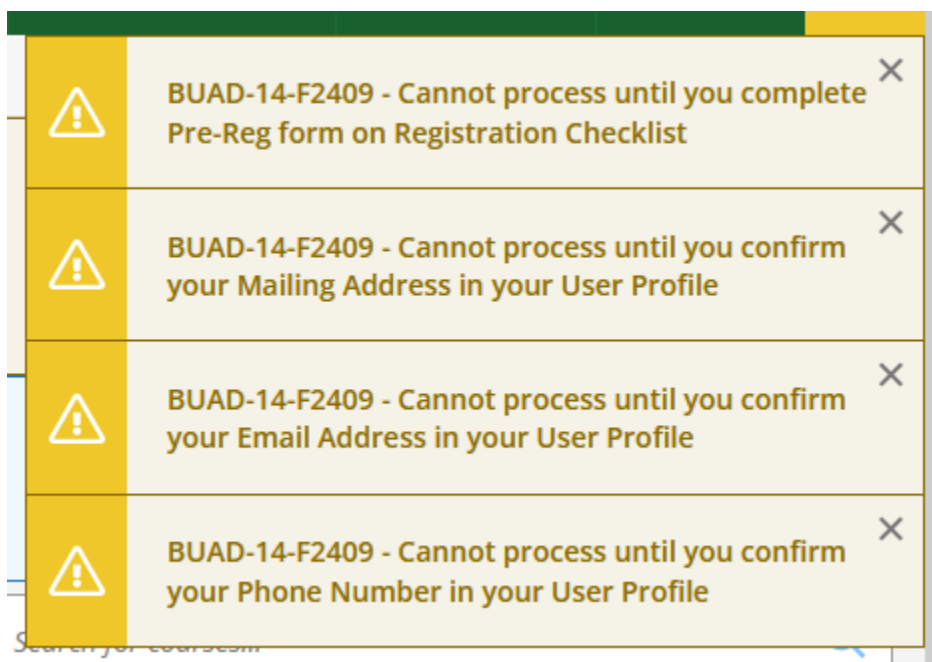
   Click on the "Plan and Schedule Link"

2. Navigate to course Plan and Schedule

3. Click on the blue "Waitlist" button from the Plan and schedule section. This will add you to the waitlist. The number of waitlisted students will update on the Section Details.

Faculty may grant an "Add Authorization" for you prior to the course starting, however, you won't be able to Register for the course until the first day.

<u>What if you can't add the waitlist when following the instructions listed above?</u> You likely need to complete a registration step.

If you need to confirm your contact information, or need to complete the Pre-Reg form, you can click on the "Waitlist" (or "Register") button, but it will then take you to the top of your MyShasta page and display the following alert(s):

⚠ BUAD-14-F2409 - Cannot process until you complete Pre-Reg form on Registration Checklist ✕

⚠ BUAD-14-F2409 - Cannot process until you confirm your Mailing Address in your User Profile ✕

⚠ BUAD-14-F2409 - Cannot process until you confirm your Email Address in your User Profile ✕

⚠ BUAD-14-F2409 - Cannot process until you confirm your Phone Number in your User Profile ✕

What will you see if a section hasn't started yet? (class is open or waitlisted) – you will be directed to either register or add the waitlist:

Section Details

BUAD-14-F2409
Personal Finance
Fall 2022

Instructors   Schurig, C   (CASchurig@ShastaCollege.edu)

Request Add   Add Authorizations not available at this time.
Authorization ⓘ   Please Register or Waitlist for the class instead.

After a course has started, you can no longer add yourself to the waitlist, instead you should request an "Add Authorization" from the instructor directly. You can request an Add Authorization by clicking "Email Instructor" (see picture below) which will pre-populate an email template to the instructor requesting to add the course. You will see this once a course has begun & is still in the Add Period (Section start date up to the census date):

Section Details

CIS-1-F3290 Computer
Literacy Workshop
Fall 2022

Instructors   Hendershot, D   (dhendershot@shastacollege.edu)

Request Add   Email Instructor
Authorization ⓘ

The "Tooltip" icon (blue i in circle) states the following for clarification:

If the class has already started, an Add Authorization is required in order to register for the class. Clicking this link will compose a new email, addressed to the instructor, with the pertinent information already pre-filled. If you are on a Waitlist, once the class starts you may email the Instructor to ask for an Add Authorization.

Request Add
Authorization ⓘ

You will be notified if the instructor grants you an Add Authorization after the course begins. You can then go into MyShasta and register for the course.

Once a section has started and the Add Period has ended, you will see the following message:
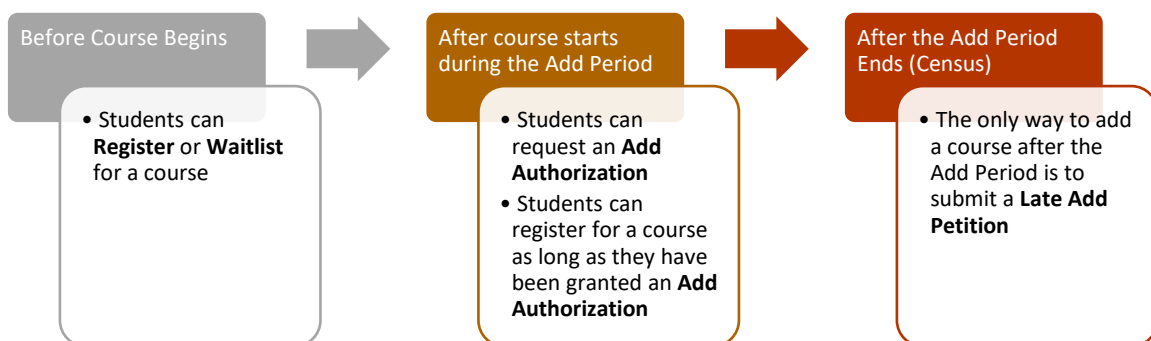
Section Details

MATH-6-F4511 Linear
Algebra
Fall 2022

| Instructors | McCandless, J | (jmccandless@shastacollege.edu) |

Request Add
Authorization ⓘ   This class can no longer be joined.

At this point, the you can only potentially add the course through submitting a Late Add Petition (link can be found on the "Forms for Students" Admissions page under "Appeals and Waivers.")

Summary:

Before Course Begins

• Students can **Register** or **Waitlist** for a course

➡

After course starts during the Add Period

• Students can request an **Add Authorization**
• Students can register for a course as long as they have been granted an **Add Authorization**

➡

After the Add Period Ends (Census)

• The only way to add a course after the Add Period is to submit a **Late Add Petition**

Questions?

Contact Admissions & Records:

admissions@shastacollege.edu or call (530) 242-7650