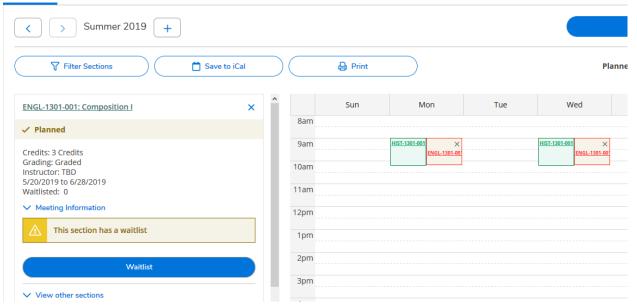
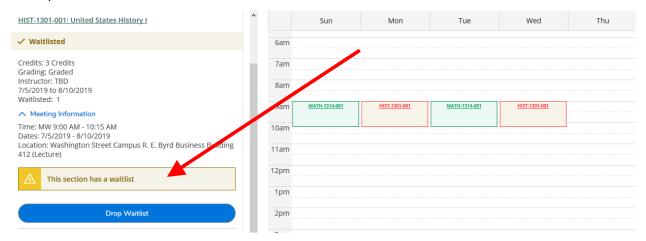
Waitlist Instructions and Tips

- 1. Check your student email (@amarillocollege.com) daily for notices. *Hint: To avoid missing important notices, forward your AC student email to an email you check daily.*
- 2. Verify or update your phone number. Students are occasionally called for notification of new section openings.
- 3. **Student Planning** will not allow:
 - a. Registration into two different courses for the same time period.
 - i. NOTE: Be sure to build your schedule around the course you have waitlisted.
 - b. Students who register for more than one section of the same course.
 - i. NOTE: If registered for another section of the same course, you must drop the registered course to register in the waitlisted course.

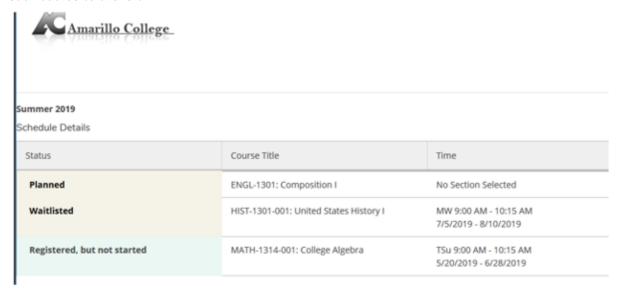
This is what you see if the section you select has a waitlist.



If you choose to place yourself on the waitlist, click on the Waitlist button. You will then see the option to drop waitlist.

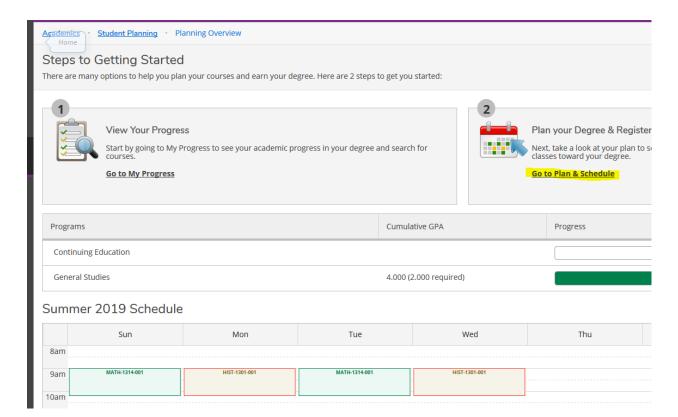


You can also use the "Print a Copy" button, located above the calendar to print a copy of your schedule which will display the planned, waitlisted, and registered courses on the schedule with the status of each course to the left.

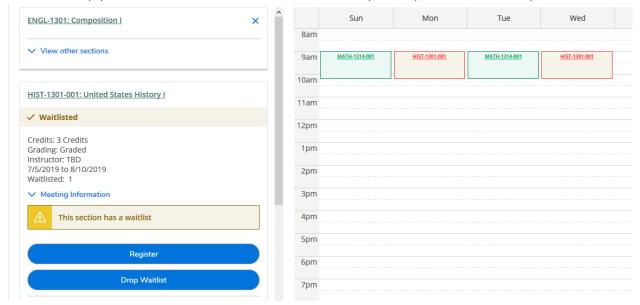


Once you get the notification to your AC student email of an available seat:

- Log into AC Connect and go to Student Planning.
- Select option 2, "Go to Plan & Schedule."



Once permission has been granted (email notification), you will have the option to register for the course or drop yourself from the waitlist. You must do this by 11:59 pm on the same day of notification.



IMPORTANT! Payment for the registered course is due by 11:59 pm the same day you register unless otherwise indicated on the email notification.