

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.

The screenshot displays the Student Planning interface for Summer 2019. At the top, there are navigation buttons for previous and next semesters, a dropdown for 'Summer 2019', and a '+' button. Below this are three buttons: 'Filter Sections', 'Save to iCal', and 'Print'. On the right, a 'Planned' button is visible. The main content area is divided into two panels. The left panel shows details for 'ENGL-1301-001: Composition I', including its status as 'Planned', credits (3), grading (Graded), instructor (TBD), dates (5/20/2019 to 6/28/2019), and waitlist count (0). A yellow warning box indicates 'This section has a waitlist', and a blue 'Waitlist' button is present. The right panel is a calendar grid showing the weekly schedule. The grid has columns for Sun, Mon, Tue, and Wed, and rows for times from 8am to 3pm. On Monday and Wednesday at 9am, there are two overlapping course blocks: 'HIST-1301-001' (green) and 'ENGL-1301-001' (red). The red block has a white 'X' in the top right corner, indicating a conflict or waitlist status.

	Sun	Mon	Tue	Wed
8am				
9am		HIST-1301-001 ENGL-1301-001		HIST-1301-001 ENGL-1301-001
10am				
11am				
12pm				
1pm				
2pm				
3pm				

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


[HIST-1301-001: United States History I](#)
✓ Waitlisted
Credits: 3 Credits
Grading: Graded
Instructor: TBD
7/5/2019 to 8/10/2019
Waitlisted: 1
[Meeting Information](#)
Time: MW 9:00 AM - 10:15 AM
Dates: 7/5/2019 - 8/10/2019
Location: Washington Street Campus R. E. Byrd Business Building 412 (Lecture)

 **This section has a waitlist**

Drop Waitlist

	Sun	Mon	Tue	Wed	Thu
6am					
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					

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.



Summer 2019
Schedule Details

Status	Course Title	Time
Planned	ENGL-1301: Composition I	No Section Selected
Waitlisted	HIST-1301-001: United States History I	MW 9:00 AM - 10:15 AM 7/5/2019 - 8/10/2019
Registered, but not started	MATH-1314-001: College Algebra	TSu 9:00 AM - 10:15 AM 5/20/2019 - 6/28/2019

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.”


[Academics](#)
[Student Planning](#)
[Planning Overview](#)

[Home](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1




View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register

Next, take a look at your plan to see classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Continuing Education		
General Studies	4.000 (2.000 required)	

Summer 2019 Schedule

	Sun	Mon	Tue	Wed	Thu
8am					
9am	MATH-1314-001	HIST-1301-001	MATH-1314-001	HIST-1301-001	
10am					

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.

[ENGL-1301: Composition I](#)

[View other sections](#)

[HIST-1301-001: United States History I](#)

✓ **Waitlisted**

Credits: 3 Credits
Grading: Graded
Instructor: TBD
7/5/2019 to 8/10/2019
Waitlisted: 1

Meeting Information

This section has a waitlist

[Register](#)

[Drop Waitlist](#)

	Sun	Mon	Tue	Wed
8am				
9am	MATH-1314-001	HIST-1301-001	MATH-1314-001	HIST-1301-001
10am				
11am				
12pm				
1pm				
2pm				
3pm				
4pm				
5pm				
6pm				
7pm				

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