Waitlist Policy – and Guidelines

When a class reaches its maximum enrollment capacity, a waitlist becomes available – with 5 to 20 spots per class. It is YOUR RESPONSIBILITY to track and manage your waitlists and subsequent enrollments.

Here are some guidelines to follow if you are waitlisted for a class:

- Once a class is full or closed you may only add yourself to the waitlist – until that is full.
- Enrollment fees are NOT incurred when waitlisted.
- As seats become available, students WHO ARE ELIGIBLE will be automatically added into the class. Your name will remain on the waitlist if one of the following occurs:
  - You have a hold on your account which blocks enrollment (other than an advanced education hold).
  - The class date/time is in conflict with a class that you’re already enrolled in.
  - The enrollment would put you over the maximum units allowed in a semester or summer session.
  - You do not meet the prerequisite, if applicable.
  - You’re already enrolled in another section of the same class.
- An email will be sent to you that notifies you when you’re auto-added from a waitlist into a class and directs you to pay immediately for the class. Failure to pay results in the class being dropped for nonpayment.
- It is your responsibility to check your class schedule and waitlisted classes every day, as well as your email. Some emails are blocked due to Spam blockers, so checking eServices is important. If you don’t know you were added, you won’t pay for the class, and you’ll be dropped from the class.
- Make sure your email address is current and correct.
- As a courtesy to others, if you decide that you do not want to enroll in a waitlisted class, please drop yourself from the waitlist.
- If your name is still on the waitlist when the semester begins, go to the first class meeting. If there are seats in the class, the instructor will give you a permission number. You will go to eServices to add the class – but remember to drop the waitlisted class first (the system will think you’re enrolling in the same class). After adding with permission number, make sure to pay for the class immediately.

QUESTIONS? – Please call us at:
Folsom Lake College Admissions & Records (916) 608-6500
El Dorado Center (530) 642-5644
Rancho Cordova Center (916) 255-0717