

AUTOMATED WAITLISTING

Here's how it works:

1. When a class is at capacity, you may choose to place yourself on the class waitlist.
2. If a space becomes available during the registration period, you will be notified by an e-mail to your MyCOM Portal e-mail account.
3. You will then have **72 hours** from the time the message is sent to enroll yourself in the class.

Important things to know regarding the automated waitlist:

- You must meet the course pre-requisites prior to placing yourself on a waitlist.
- You can only put yourself on one section of the same course, so choose wisely.
- Automated waitlists will be turned off at midnight prior to the first Monday of the semester.
- You must click on the Submit Changes button at the bottom of the screen to complete enrollment on the waitlist. Failure to do this will result in deletion
- Check your waitlist position by looking at Detail Schedule in Registration Tools
- Once the semester begins you will need to get add authorization codes to enroll in classes.
- **You need to check your MyCOM e-mail inbox daily if you are on a waitlist.** (You can forward your MyCOM e-mails to your personal e-mail account)
The message will appear in your inbox as follows:
From: MyCOM Messages
Subject: Waitlist Notification for XXXXX (CRN)

The most important thing to know about the automated waitlist:

If you do not enroll within 72 hours, you will be removed from the waitlist

Here are directions to forward your MyCOM e-mails:

1. Click on the E-mail button (This opens the E-mail Center).
2. Click the Options tab.
3. From the list of options, click Settings.
4. Check the "Enable Forwarding" box
5. Enter your e-mail address on another mail system. For example, you may want to forward mail to your Hot Mail account. In such case, you would enter your e-mail address for your Hot Mail account.
6. Click the Add button.
7. Click Save.