



MT. SAN ANTONIO COLLEGE

HOW TO WAITLIST & CHECK WAITLIST POSITION

1 Login: inside.mtsac.edu (portal), view the "Student Self-Service" tile, click "Registration," and #4 Register (Add/Drop) Classes

Student Self Service

Registration

3. [Select Term](#)

4. [Register \(Add or Drop\) Classes](#)

5. [Change Class Grading Option](#)

2 Select the term: Fall, Spring, Summer or Winter



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

3 Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025

Continue

Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit

☒ Credit

Select "Credit"

Subject

Example: English or Business OR Example: ENGL OR BUSA

Course Number

Example: C1000

Title

Special Class Type

Keyword (With Any Words)

Search

Clear

Advanced Search

4 Click the "add" button

Add

Introduction General Chemistry

10435

5

S M T W T F S 11:30 AM - 03:20 PM
S M T W T F S 03:50 PM - 07:00 PM

FULL: 0 of 24 ...
2 of 5 waitlist s...

5 Click the "submit" button.

If the following error appears on the top, right-hand side of the screen, this specific course is only available for "waitlist". Select "waitlist" from the drop-down menu.

! Closed To waitlist this class select WaitList from the drop down list and click on "Submit Changes."

Ok

Errors Preventing Regis...

Wait List

6 Select "Schedule Details". Review and monitor your waitlist position daily.

- When the position # is "0", select "web registered" to add the course. Only 72 hours will be granted to add the course when "0" is displayed.
- If the waitlist position is 1-10 on the first week of class
 - Visit the class for in-person or
 - Email the professor for an online course.
- The professor will provide an "add-code" if they add students to the course.

The screenshot shows the 'Schedule Details' page for 'Introduction General Chemistry'. The page has a header with 'Schedule' and 'Schedule Details' tabs. The 'Schedule Details' tab is active. Below the header, the text 'Class Schedule for Summer 2025' is displayed. The main content area shows the course details: 'Introduction General Chemistry | Chemistry 40 Section 03 | Class Begin: 06/23/2025 | Class End: 08/03/2025'. A red arrow points to the 'Waitlisted' status, which is highlighted in a green box. Another red arrow points to the 'Waitlist Position: 4' text. Below this, the schedule details are listed for two weeks: 06/23/2025 -- 08/03/2025 and 06/24/2025 -- 07/30/2025. The first week shows a class from 11:30 AM to 03:20 PM in Bldg 7 Room 2102. The second week shows a class from 03:50 PM to 07:00 PM in Bldg 60 Room 3617. The instructor is listed as 'Li, Dr. Cindy Li C (Primary)' with a CRN of 10435.

[Schedule](#) **Schedule Details**

Class Schedule for Summer 2025

▼ [Introduction General Chemistry](#) | Chemistry 40 Section 03 | Class Begin: 06/23/2025 | Class End: 08/03/2025 **Waitlisted**

Message: Wait List | Hours: 0 | Level: Credit | Campus: Mt. San Antonio College | Schedule Type: Lecture/Lab | Instructional Method: Lecture-Lab/Studio/Activity | Grade Mode: Standard Letter Grade **Waitlist Position: 4**

06/23/2025 -- 08/03/2025

S	M	T	W	T	F	S
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 11:30 AM - 03:20 PM Type: Class Location: Mt. San Antonio College Building: Bldg 7 Room: 2102

06/24/2025 -- 07/30/2025

S	M	T	W	T	F	S
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 03:50 PM - 07:00 PM Type: Lab Location: Mt. San Antonio College Building: Bldg 60 Room: 3617

Instructor: [Li, Dr. Cindy Li C](#) (Primary)
[Li, Dr. Cindy Li C](#)
CRN: 10435