MT. SAN ANTONIO COLLEGE
I Waitlisted an on-campus course. What Next?

1 Log into portal

Mt. SAC Homepage or **inside.mtsac.edu**
& select "Portal" (My Account)
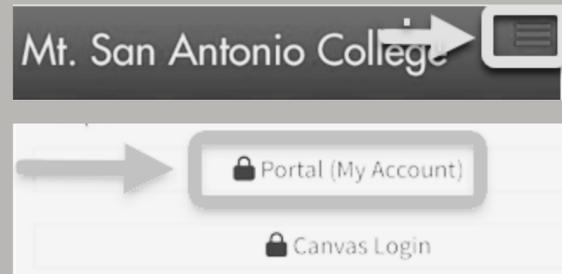
2 Check your waitlist position

View the "Student Self-Service" tile, click "Registration," and
13 View Your Waitlist

13. View Your Waitlist

- If your waitlist position is "0". You may enroll in the class. Follow the steps on how to add a course within 72 hours. **How to enroll in** a class or go to **bit.ly/3Xk7bqr**
- If your position is "1–10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

3 No email notification was received by Admissions & Records by the first day of class

Visit the class for the course you want to add. Inform the professor you are on the waitlist and provide your position number. If the professor is adding, they will provide an add-code (**how to use an add code** or go to **bit.ly/3Xk7bqr**); if the professor is not adding, seek a new course to add.

Need further assistance?

Contact Counseling Department
- www.mtsac.edu/counseling/
- 909-274-4380
- Student Service, 9-B, 2nd floor

MT.SAC
Mt. San Antonio College
COUNSELING SERVICES
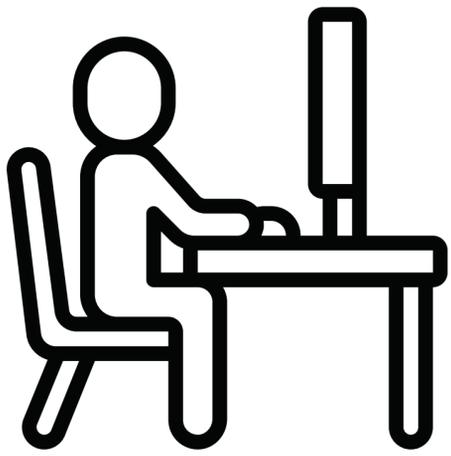
MT. SAN ANTONIO COLLEGE

I Waitlisted an ONLINE course. What Next?

1 Log into portal

Mt. SAC Homepage or **inside.mtsac.edu** & select "Portal" (My Account)

Mt. San Antonio College

🔒 Portal (My Account)
🔒 Canvas Login

2 Check your waitlist position

View the "Student Self-Service" tile, click "Registration," and # 13 View Your Waitlist
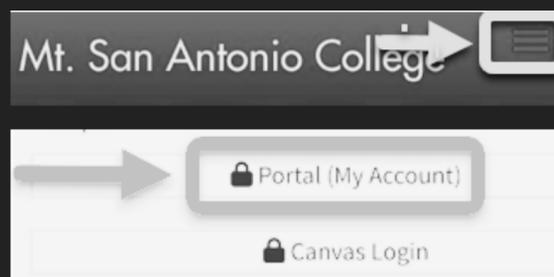
Student Self Service

Registration

13. View Your Waitlist

- If your waitlist position is "0". You may enroll in the class. Follow the steps on how to add a course within 72 hours.
- If your position is "1-10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

3 Email the Professor on the first day of the term

- Log in to **inside.mtsac.edu**, return to the #13 waitlist position, and locate the professor's email
- Send the professor an email asking to add the course, your waitlist position#, and your student ID# (***Sample email guide*** or go to ***bit.ly/4ghsK2K***)
- The professor will provide an add code if they agree to add you to the course. (***How to add a course*** or go to ***bit.ly/3Xk7bqr***)

Need further assistance?

MT. SAC
Mt. San Antonio College
COUNSELING SERVICES

Contact Counseling Department
- www.mtsac.edu/counseling/ or 909-274-4380
- Student Service, 9-B, 2nd floor