



Class Waitlist – How it Works

Openings in classes ARE FILLED from the Class Waitlist. If an opening becomes available and you are first on the class waitlist, YOU WILL BE REGISTERED INTO THE CLASS and will be responsible to pay, notify your funding source, or drop the class within 48 hours.

You, the Student, are Responsible

- For your schedule
- For choosing to place yourself on the class waitlist (you may be on a maximum of 4)
- To remove yourself from the class waitlist if you no longer want to take the class
- To monitor your position on the class waitlist through the start date of the class
- To attend the first class session if you want to be considered for a last minute open seat (for online classes and parent/child classes, email the instructor prior to the first class)
- To pay for tuition & fees of classes registered from the class waitlist within 48 hours or by the tuition & fee due date
- To notify your funding source of class schedule changes and tuition & fees due
- To pay for any classes not covered by your funding and after checks are calculated
- To adjust your schedule if a class added from the class waitlist creates a time conflict
- To catch up if a class has already started
- To drop a class registered from the class waitlist within 48 hours if you decide not to take the class (or within the add/drop period – whichever comes first)

Important Information to be Aware of

- A student will be removed from class waitlists if dropped for non-pay or if a student cannot be registered due to a registration block (i.e. debt to BTC, library materials overdue, parking ticket).
- After the class starts, students are added from the waitlist at the instructor's discretion.
- Students will be automatically registered into class through the 1st night of the quarter.
- Students will be registered into class from the class waitlist prior to the start of the class.
- Parent-child classes may be registered from the class waitlist prior to the second class session.

If a New Class Section is added

- Students on the class waitlists will be emailed notification to their BTC student email
- New class sections will be posted on [Take A Class](#), [myBTCportal](#) and [Schedule Planner](#)