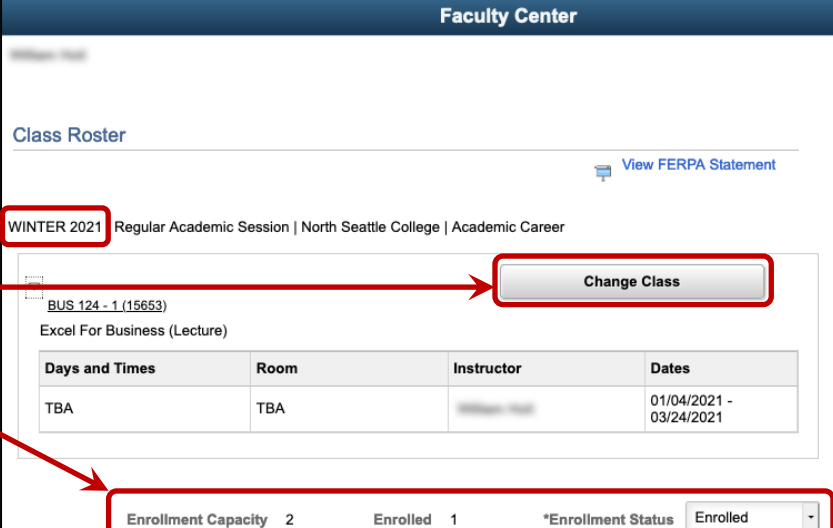


## Viewing your Waitlist

Path: [Gateway](#) / [Faculty Center](#) / [My Schedule](#) / [Class Roster](#)

1. On the **Class Roster** page, the upper section of the page will have information specific to the course.

- Ensure that you are in the correct quarter and year.
- If needed, you can change the class that you are viewing.



Faculty Center

Class Roster [View FERPA Statement](#)

WINTER 2021 Regular Academic Session | North Seattle College | Academic Career

**Change Class**

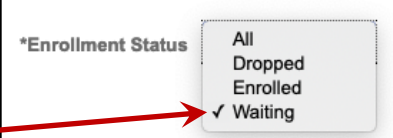
BUS 124 - 1 (15653)  
Excel For Business (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		01/04/2021 - 03/24/2021

Enrollment Capacity 2    Enrolled 1    \*Enrollment Status **Enrolled**

2. Along the bottom of this section is the class capacity with the number of students either enrolled, dropped, or waitlisted depending on the view chosen in the **Enrollment Status** button. The default view is “Enrolled”.

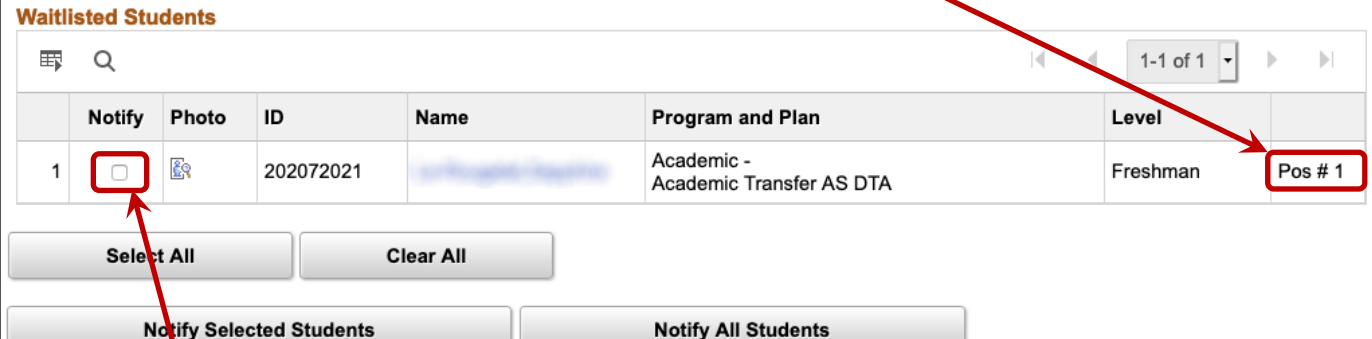
3. The **Enrollment Status** button on the right side of enrollment capacity allows for changing the view of students to either “Enrolled”, “Dropped”, “Waiting”, or “All”.



\*Enrollment Status

- All
- Dropped
- Enrolled
- Waiting

4. To view only the Waitlisted students, change the status in the **Enrollment Status** dropdown box to “Waiting”. The student list below will change to only show the waitlisted students and their position in the Waitlist.



**Waitlisted Students**

1-1 of 1

	Notify	Photo	ID	Name	Program and Plan	Level	
1	<input type="checkbox"/>		202072021	[Redacted]	Academic - Academic Transfer AS DTA	Freshman	<b>Pos # 1</b>

Select All    Clear All

Notify Selected Students    Notify All Students

5. By checking **Notify** for a student you can send an email to that student. Clicking on “Notify Selected Students” will open your email program pre-addressed to that student. You can send an email to each student individually, or to a group of selected students, or to all waitlisted students together

*Important!:* The only system available to faculty to communicate with waitlisted students is via **ctcLink**.

6. To view all students together, change the enrollment status to “All”. This will show all students that are enrolled, dropped, or waitlisted.