

## Viewing your Waitlist

Path: Gateway / Faculty Center / My Schedule / Class Roster

- 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.
- 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".

- 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".
- 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.

- 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**.
- To view all students together, change the enrollment status to "All". This will show all students that are enrolled, dropped, or waitlisted.