

Waitlist FAQs for Faculty



PimaCommunityCollege
Registrar Office

Waitlisting allows students to add themselves to a waitlist for classes that are already filled. They can add themselves to multiple waitlists for the same course. They can also be registered in one section of a class, and be on one or more waitlists for more desired sections.

* Link to Bookmark to access this process directly in the future if desired:

[Class Lists/Waitlists](#)

(<https://ssb-pccp-prod.pima.edu/StudentSelfService/ssb/classListApp/classListPage>)

Waitlisting ends when registration ends, the day before each class starts.

View the [Class Waitlists](#) webpage (<https://www.pima.edu/academics-programs/register-for-classes/waitlist.html>) for additional details.

Waitlist Process: As other students adjust their schedules and drop sections, this will free-up seats for waitlisted students. Waitlisted students will be notified in priority order via Pima email and offered the seat. They will have 48 hours to accept or decline the seat.

- To accept the seat, students will use the registration process to complete your registration for the seat. The seat will be reserved for that student for 48 hours after the email notification has been sent.
- To decline the seat, they do not need to do anything. After 48 hours they will automatically be removed from the waitlist for that section and the next student will be notified.
- If the student does not respond within 48 hours, they will be removed from that section's waitlist and the next student will be notified.

Will I be able to see the students on my roster's waitlist? Yes, you can access your [class waitlists](#) under Course Management in the Teaching Resources page in MyPima. You will see students on each of your waitlists, by priority, as well as if they have been offered an open seat.

How long will I be able to view my waitlists? The waitlist will remain available through the semester, to serve as a reference for you and to serve the College's reporting needs (i.e. schedule planning based on student demand).

What if a student asks to get into my closed section before the class begins?

Please do not sign students in prior to the class begins. Instead, encourage student to add themselves to the waitlist and to monitor their Pima email for a seat opening.

Will I still be able to add additional students to my roster beyond capacity or after the add deadline? Yes you will, however we strongly encourage you to utilize the waitlist roster in order of student priority when deciding on which students to add. Work with your Department Head and/or CDACs if you have any questions or special considerations.