

How students add themselves to the waitlist for a course

Log into e-services (<u>www.dctc.edu</u> – Current Students – Login to Student e-Services – Log in with your Starld and Password).

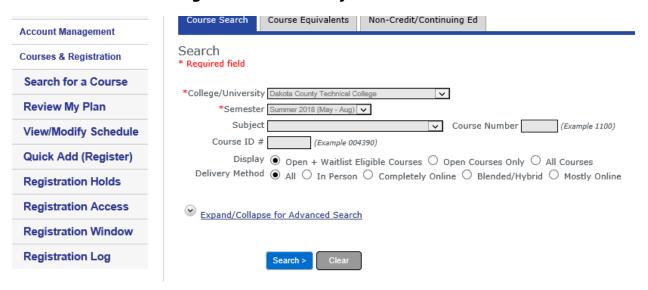
Please login to continue.

The '*' indicates a require	ed field.								
* StarID:	Now.	Need Login Help?	Need an ID? Sign U						
* Password:									
Institution:	Dakota County Technical College	V							
Display Name:	Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.								
	Login								
You must logout when fi	nished to ensure that nobod	ly else gains access t	to your records.						



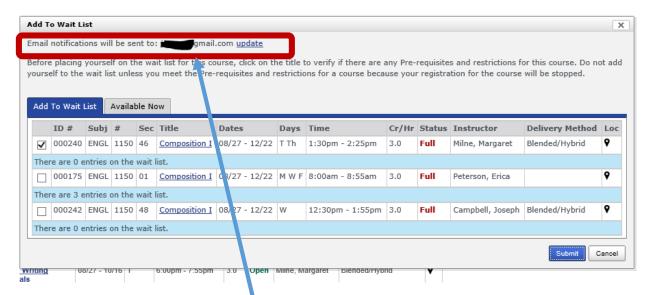
Campus Specific Instructions

Click on Courses and Registration – Search for a Course

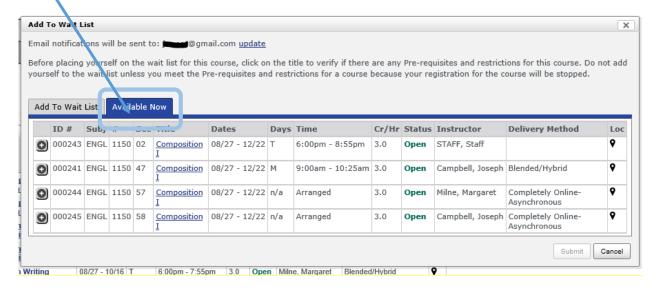


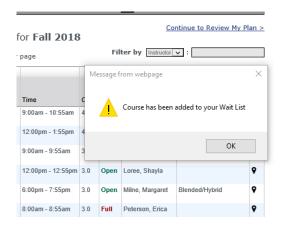
Search for desired course - Click on waitlist icon

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0 9 7	000243	ENGL	1150	02	Composition I	08/27 -	12/22	Т	6:00pm - 8:55pm	3.0	Open	STAFF, Staff		Ŷ	
0 Q(g)	00240	ENGL	1150	46	Composition I	08/27 -	12/22	T Th	1:30pm - 2:25pm	3.0	Full	Milne, Margaret	Blended/Hybrid	Ŷ	
00	000241	ENGL	1150	47	Composition I	08/27 -	12/22	М	9:00am - 10:25am	3.0	Open	Campbell, Joseph	Blended/Hybrid	Ŷ	
000	000242	ENGL	1150	48	Composition I	08/27 -	12/22	W	12:30pm - 1:55pm	3.0	Full	Campbell, Joseph	Blended/Hybrid	Ŷ	



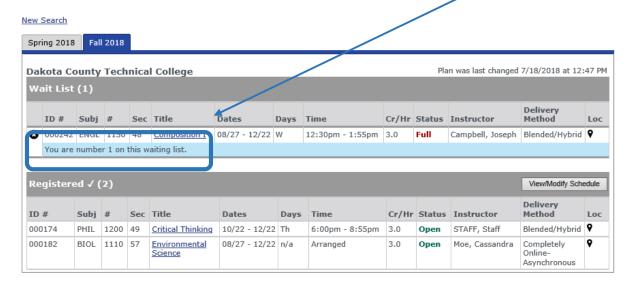
You will be provided with options to add yourself to multiple waitlists for the course you are looking for as well as a tab of courses that are currently available. It will display the e-mail address it will use to notify you of position changes and/or seat offerings. Please make sure this is correct and you check your e-mails. Once the seat is offered to you, you have 24 hours to claim the seat.





You will receive a message on the screen that the course has been added to your waitlist.

When you click on *Review my Plan* – it tell your position on the waitlist.



The e-mail seat notification will have a link to log into e-services to register for the waitlisted course.

E-mail example:

A seat has become available for for ENGL 1150, section 57. To claim this seat, you must register by 10:22 AM on 07/27/2018, or you will be removed from the waiting list and the seat will be made available to the next student on the list.

Login here https://eservices.minnstate.edu/registration/waitlist/accept.html?campusid=211&waitListEntryId=1900203&offerId=GkFv1YSizIsNWLLTQ6TgWDj3XrA%3D%0D%0A immediately to 'Check Registration Holds' and to attempt registration in case you have problems to resolve.

Reminder: If there are any Pre-requisites and restrictions for this course and you do not meet them, your registration for the course will be stopped.

The expiration time limit will be enforced.

If you no longer want this course, please remove yourself from the waiting list now. https://eservices.minnstate.edu/registration/waitlist/remove.html?campusid=211&waitListEntryId=1900203&offerId=GkFv1YSizIsNWLLTQ6TgWDj3XrA%3D%0D%0A

Note: This is an automatically generated notice, do not reply to this e-mail message.