Frequently Asked Wait Lists Pay to Stay Questions

*I'm on a Wait List, does anything happen before school starts?*

Yes, throughout the registration period, students drop or are dropped from classes. When this happens, the first student on the Wait List is added to the class.

*If I'm on a Wait List and change my mind, do I need to drop myself?*

Yes! Do not remain on a Wait List if you no longer wish to be enrolled in that class.

*I'm on the Wait List, what happens if I get moved into full enrollment?*

When a space is available in a class, a program runs each night that moves the first person on the Wait List into the class. The student receives an e-mail entitled “Confirmation of Classes” that informs the student that a change has been made to his/her registration and advises the student to check his/her Class Schedule (by logging into online registration).

*Do I have to pay for the class if I'm on the Wait List?*

No, you are not charged for a class until you are moved to full enrollment.

*Do I have to pay for the class when I get moved from the Wait List?*

Yes, you must pay for the class within 10 business days from the date you are moved from the Wait List.

*How do I know how much I owe?*

When a student is moved from the Wait List to full enrollment, an e-mail entitled “Enrollment/Tuition Billing Statement” is sent. The e-mail tells you how much you owe for the class.

*So that means I should check my e-mail every day if I'm on a Wait List?*

It means you should check your e-mail at least once or twice a week if you are on a Wait List.

*If I'm on a Wait List, what are my chances of getting added to the class?*

That depends. There are no guarantees that Wait Listed students will ever get added. Especially in impacted classes like science. However, some instructors are very generous about taking Wait Listed students. That is why you need to check your e-mail regularly to see if any changes in your status have occurred.

*What if I have other questions or need help?*

If you need help or have questions about the Pay to Stay procedure or Wait List click on Live Support in Online Registration.
Frequently Asked Pay to Stay Questions:

Am I dropped 10 days after registration closes or 10 days after I register for classes?

Students who have not paid their fees within 10 business days from the day they register for classes are dropped. So 10 business days after you register for a class, if your fees aren’t paid, you will be automatically dropped UNLESS you have received a Board of Governor’s Fee Waiver, or submitted a Free Application for Student Aid (FAFSA).

If I have fees due for two classes, and I pay half of the fees, will it cover the first class I added?

If you owe fees and pay part of the fees, they will be applied according to the date you registered. So if you registered for a class on May 10, and another one on May 11, the fees will be applied to the class you registered in first.

So if I enroll for two classes and pay for both of them, and then add a third, but don’t pay for that one, it will just drop me from the third class?

Yes, that’s correct.

What about refunds? If I pay for a class and then drop it, how do I get a refund?

If you drop a class that you have already paid for on or before the refund date and want a refund, you complete a Refund Request Form and submit it to the Admissions & Records Office. After being approved, a check is mailed in about 10 business days from our Business Office.

What if I paid by credit card?

Your credit card will not be credited. You will receive a refund by check mailed to the address you provide on your Refund Request form.

What if I request a refund after the deadline?

You may still apply for a refund, but a $10 processing fee will be charged.