WAIT LIST INFORMATION

LBCC uses an auto-enroll from the wait list process. Auto-enroll will automatically enroll wait listed students when a seat becomes available. The auto-enroll process will occur on a nightly basis. You will not be notified if you are automatically enrolled. Check your schedule daily to see if you are enrolled from the wait list.

NOTE: If you are automatically enrolled in a class, there may be additional fees that must be paid by the payment deadline. Check your student self-service daily.

You will NOT be auto-enrolled from the wait list IF any one of the following exists:

- Current enrollment in a different section of the same course
- Time conflict between a currently enrolled class and the wait-listed class
- Co-requisites or prerequisites for the class have not been met
- Term unit limit is exceeded
- Course repetition: you’ve already taken the course – W grade included

NOTE: If you are repeating a course, you must complete a Petition to Repeat a Course and submit it to the Admissions Office at either campus.

NOTE: The last day you can add to a wait list is the Saturday before the start of the class.

NOTE: If you were not automatically enrolled and wish to add a class that you were wait-listed, attend the first class meeting and request a permission number from the instructor. If it is an online class, contact the instructor via e-mail on the first day of class to request a permission number to add the class.

You cannot add to a wait list IF:

- Enrollment appointment date/time has not yet been reached
- Prerequisites/co-requisites for the class are not met
- Maximum units to wait list have been reached: FALL and SPRING 12 units; SUMMER 9 units.
- Class is not available for wait listing – instructor consent required
- You have a hold on your account
- The last day to wait list has passed
- The wait list is full
- You’ve already enrolled or are wait listed in another section of the same class

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS. Check the amount owed by clicking on Campus Finances then Account Inquiry.

Refund of Enrollment Fees
Enrollment fees will be automatically refunded to students who OFFICIALLY withdraw during the refund/transfer period. A balance due is not cleared by never attending a class for which a student has registered. California State Law States:
California Administrative Code Title 5, Division 6, Chapter 9, Subchapter 6, Section 58508, Refunds: A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (For example, the 10 percent point for a eight week course would be one week). Refunds will NOT be given for drops after the deadline. Special action requests MUST be circumstances beyond the control of the student such as accident, medical emergency, etc. and have verifiable documentation.

For Admissions and Records Office hours, please visit http://admissions.lbcc.edu/