Viewing your Waitlist

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

1. 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.

2. 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”.

3. 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”.

4. 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.

5. 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**.

6. To view all students together, change the enrollment status to “All”. This will show all students that are enrolled, dropped, or waitlisted.