

HOW TO USE A WAITLIST

LOGGING IN TO STUDENT PLANNING

Step 1: Visit www.templejc.edu. Click on **Connect** in the upper left hand corner of the webpage then select **Self-Service**.

Step 2: Enter your username and password.

Your user ID is your last name, first initial of your first name, and the last three of your student ID (example: smitha123).

First time users: Your 6 digit password is your birthdate using a MMDDYY format.

Returning Users: Enter the password that you created after the first time you logged into Student Planning/TConnect.

Forgot your username/password: Select **Forgot your User Name or Password**

WHAT IS A WAITLIST?

- A **waitlist** gives you the potential to **get into a course that is full**. If a seat becomes available in the class, the first person on the **waitlist will receive priority in registering for the course**.
Adding yourself to a waitlist for a specific course is NOT a guaranteed seat
- Students are given permission **in the order in which they were added** to the waitlist.
- You will be **notified via your TC email or via your personal email if you are a new student** when you have permission to register for the waitlisted course.
- You will have **only 48 hours from the time the email is sent to register for the open seat**.
- **If you do not register** during that time period, **the open seat will expire and the next person on the list will get permission**.
- If your **opportunity to register was missed**, you can **add your name back to the waitlist**, but you will go to the **bottom of the list**.

IDENTIFY A WAITLISTED COURSE

- Step 1: After signing in to **Self Service** from the **Connect** drop down menu, select **Student Planning**, then select **Go to Plan & Schedule**.
- Step 2: On the left side of the screen, you will see your planned list of courses. Scroll through the list to find the course you want to register for this semester.
- Step 3: To view the class by section offerings, you will need to click **View Other Sections**. If the course and section you want has a waitlist, you will see **"This section has a waitlist."**
- Step 4: Once you add the waitlisted section, scroll down the list to find the waitlisted class, and select the **WAITLIST** button to add yourself to the waitlist.

- Step 5: After adding yourself to the waitlist, scroll down to the waitlisted class to make sure you have the WAITLISTED confirmation.

GETTING PERMISSION TO REGISTER FOR A WAITLISTED CLASS

Once you get a seat in the class, you will receive a **Waitlist Seat Available email** in your TC email account.

From: tcconnect@templejc.edu <tcconnect@templejc.edu>
 Sent: Tuesday, October 1, 2019 2:02 PM
 To: Bailey Danya <baileyd945@templejc.edu>
 Subject: Waitlist Seat Available

Dear Elle T. Lucian,

A seat has been reserved for you in the following section:
 STSK-0305-1012(2760) in FA2019.

To claim your seat you must register for the section no later than 10/03/19.

You can register at:

<https://nam13.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftcconnect2.templejc.edu%2FWebLivProd%2FWebLivProd&data=02%7C01%7Cbaileyd945%40templejc.edu%7C046acd5890e43271c6708d746a440e2%7C73485353c20f424298b730edf6b8e7ec%7C%7C0%7C637055543600856202&data=b86CXl6LQ5dnY1ChRn62a02e8CRzZZlrmjlvbqTJlgU%3D&reserved=0>

Or, if you require further assistance, please contact the Advising department at: 254-298-8331 or via email at danya.bailey@templejc.edu

We hope that you enjoy this section.

Danya Bailey
 Temple College

Adding the waitlisted class to your schedule

- Step 1: Click on **Go to Plan and Schedule** in your Student Planning portal.
- Step 2: On the left-hand side of the screen, scroll through your class list until you find the waitlisted course you have permission to register for and select the **Register** button.
- Step 3: Once you register, locate the course once again in your class list. You will now see **Registered, but not started** letting you know that your registration was a success.
- Step 4: Review Student Plan to verify course has been added and confirm registration.

IMPORTANT INFORMATION

Payments for tuition will be due by the date located under Registration on the Temple College website.

1. Do you have a tuition balance, but you are using Financial Aid to pay for the classes?

Contact the **Financial Aid** department **254-298-8231** or financialaid@templejc.edu

2. Having trouble logging in to Self Service?

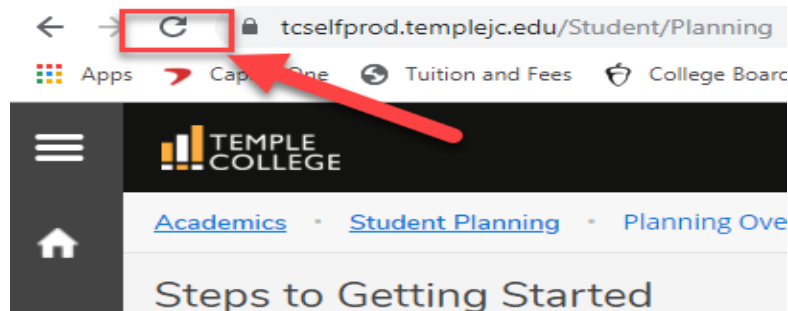
Contact the **Help Desk** to have your information reset. **254-298-8450** or **helpdesk@templejc.edu**

3. Unable to register for your course/courses?

Contact **your assigned advisor**.

4. Having trouble loading Student Planning?

Refresh the browser.



If that doesn't work, **log out and log back in**.

If you are still unsuccessful, send a screen shot of the error message to **your assigned advisor**.

Please make note of any questions, concerns, or errors that you may be receiving and email them to your assigned advisor. Your feedback is crucial in making sure we are providing you a quality registration process.