

Waitlist FAQ

Q: How will I know if a course has waitlist seats available?

A: On the Schedule of Classes in YCPWeb, you will be able to see if a course has a waitlist under the Status column if it has an upside down blue triangle with an exclamation mark. A waitlist eligible course will show the number of available seats left in the course, and how many seats are available in the waitlist if the course is full.

Q: Are waitlisted courses included in my bill, or do they affect my status?

A: Waitlisted courses do not count in with the total number of credits and do not affect your part-time or full-time status. As a reminder, full-time status is defined as being registered for 12 or more credits.

Q: What might prevent me from joining a waitlist?

A: If you have a hold on your account, or if you do not meet all of the course's requirements, then you will not be permitted to join the waitlist. If the system recognizes a problem with your eligibility for the waitlist that you are trying to be added to, it can prompt a registration error notification that warns you why you are not eligible.

Q: What error messages might pop up for me?

A: Potential error messages that might be seen would be field of study, prerequisite and corequisite, and time conflicts. If there is a time conflict between any of your registered or waitlisted courses, you will not be able to join the waitlist.

Q: How will I know when I can register if I am on a waitlist?

A: When a seat opens up in the class and your position is at the top of the waitlist, you will receive a notification to your YCP email address. An example of a notification that you might receive can be seen below:

“Student

A seat has opened for you to register for:
15422 ART 101 . 101 Art/Visual Culture

If you are still planning on taking this course, you will need to complete your registration by adding it online. You will have 24 hours to complete any necessary changes and add the course to your schedule. If adding this course would take you over your maximum credit limit, please drop the necessary course(s) in order to remain within that limit during those 24 hours. After that time, your position on the waitlist will be removed.

Please contact the Registrar's Office at registrar@ycp.edu or 717-815-1273 if you have any questions.

Thank you,
Registrar's Office”

Your advisor will also receive a notification that you are eligible to add the course and may reach out to you at this time. Please note that it is your responsibility to add the course to your schedule.

Q: How long do I have to register once I receive that notification?

A: You will have 24 hours to register for your course. During this time, if you need to, you can make necessary changes to your schedule in order to add the waitlisted course. This includes dropping the course. You will still be able to add the course back to your schedule if it is done before the end of your 24 hour period.

Q: What should I do if I run into issues when it is my time to register?

A: If you encounter a technical issue or have issues logging into your YCPWeb for registration, you must contact the Registrar's Office within your allotted 24 hours and the issue will be looked at on a case-by-case basis to determine the best course of action.

Q: How many waitlists can I join? Are there any restrictions?

A: Waitlisted courses count as 0 credits, so you are able to join as many waitlists as necessary, as long as there are no time conflicts and you meet the requirements for the course. Time conflicts will typically show in red on the Schedule of Classes as you are registering for courses.

Q: What is the deadline to join a waitlist?

A: The option to join a waitlist will be available until noon on December 2, 2025. You will be unable to join any additional waitlists after that point. Waitlists will be closed on December 3, 2025. Please be sure to make an appointment with your advisor if you are not able to register for the course at this point. An announcement with more details on the waitlist deadline and closure will be sent out closer to that date.