

Important Class Waitlist Information

Note: *Waitlist notifications* EXPIRE 24 HOURS AFTER BEING SENT so be sure to check your College Email and Personal Email often!

HOW TO ADD YOURSELF TO A CLASS WAITLIST

- Go to www.ivc.edu, click **Portal for Students, Faculty & Staff**, sign in with your College Email Address and password, then select **MySite** on the applications portal.
- Select **Access Fall 2025 Term or Later**.
- At the **Students! Start Here 1st** self-service card, select **6. Register for Classes**.
- Select **Register-Waitlist-Drop Classes**.
- At **Select a Term**, click the down arrow under **Terms Open for Registration**, select the correct term, then click **Continue**.
- Have the class CRN (Class Reference Number) from the class schedule ready.
- Click the **Enter CRNs tab** (second tab next to blue rectangle tab, Find Classes)
- **Enter CRN** number, click **Add to Summary**. The class will appear in your **Summary** section towards the bottom right of the screen.
- Course shows as **Pending**. In the Action drop-down menu, select ****Web Waitlist****.
- Scroll all the way down to the bottom right corner and click **Submit** to place yourself on the waitlist.

HOW TO CHECK YOUR WAITLIST STATUS

- Go to www.ivc.edu, click **Portal for Students, Faculty & Staff**, sign in with your College Email Address and password, then select **MySite** on the applications portal.
- Select **Access Fall 2025 Term or Later**.
- At the **Students! Start Here 1st** self-service card, select **6. Register for Classes**.
- Select **View Registration Information**.
- Class Schedule, **Select a Term**.
- Towards the bottom left, click the **Schedule Details** tab to view your position on the waitlist. If the **waitlist position** is not visible, click the tiny arrow next to Health and Fitness for Mature Adults. That will show more details about the class, including the waitlist position.

HOW TO ENROLL IN A CLASS AFTER RECEIVING AN “OPEN SEAT” NOTIFICATION

- Go to www.ivc.edu, click **Portal for Students, Faculty & Staff**, sign in with your College Email Address and password, then select **MySite** on the applications portal.
- Select **Access Fall 2025 Term or Later**.
- At the **Students! Start Here 1st** self-service card, select **6. Register for Classes**.
- Select **Register-Waitlist-Drop Classes**.
- At **Select a Term**, click the down arrow under **Terms Open for Registration** and select the correct term, then click **Continue**.
- Scroll down to the **Summary** box towards the bottom right.
- In the Action drop-down menu, change the selection to ****Web Registered****.
- Scroll all the way down to the bottom right corner and click **Submit to change your status to register**.

IF YOU HAVE QUESTIONS PLEASE CONTACT US

Online: ivc.edu/emeritus • Email: ivcemeritus@ivc.edu • Call: 949-367-8343 • Visit: IVC at ATEP, Room 205

Irvine Valley College • 5500 Irvine Center Drive, Irvine, CA 92618 • 949-451-5100 • ivc.edu • facebook.com/IrvineValley • [@irvinevalleycollege](https://instagram.com/irvinevalleycollege)

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