How Do I Manage My Waitlist?

1. Go to www.dvc.edu
2. Click on InSite/WebAdvisor
3. Click on InSite Portal
4. Log in to your InSite WebAdvisor account
5. Click on WebAdvisor
6. Click on Registration
7. Click on Manage My Waitlist

**ACTION**

Register: when permission is granted via email, select this option and click submit to register for this course. Remove: select this option if you would like to remove your name from the waitlist.

**WAITLIST STATUS**

Active: you are waitlisted for this course
Permission Granted: you are able to register for this course. You will also receive an email when permission to register is granted (please keep your e-mail updated on WebAdvisor)

**EXPIRE DATE**

When permission is granted, you will only have 3 calendar days to register for this course. If permission is granted less than 3 days before the course starts, you must register by midnight of the day before the course starts.

**RANK/WAITLIST**

Rank: number you are placed on the waitlist for this course
Waitlist: total number of students on the waitlist for this course

If there are no openings when the course begins, you may take a Schedule Request Form to the first day of instruction. The instructor may provide you a late add code which you can use to add the course by telephone or via WebAdvisor; or the instructor may sign the Form which you must add in person at the Admissions Office.