



401 Thomas Run Road
Bel Air, MD 21015
Tel: 443-412-2000

Wait List Form

Registration and Records Office
Tel: 443-412-2222 Fax: 443-412-2169

Circle Term
Fall
Winter
Spring
Summer

Year _____

****You will be notified by email when an opening occurs****

****Don't miss your opportunity to register - Check your HCC OwlMail account daily****

(PLEASE PRINT CLEARLY)

NAME: _____ H ID: _____ PHONE: _____

Wait Listed Course *(a separate form is required for each wait listed course)*

Office Use Only	CRN	Course Title	Credits

I understand that if an opening occurs, I will be notified via my HCC OwlMail account to register for the course using the Register, Add or Drop Courses link in the Registration & Transcripts channel on the My Academic Life tab in OwlNet. I also understand that payment is due at the time I register or by the payment due date for the semester/term.

Student Signature

Date

Wait List Procedures

A separate form is required for each course you wait list. **You may wait list two sections ONLY of the same course. If you wait list more than two sections of the same course, all wait listed sections of that particular course will be dropped.**

Once a wait list request is submitted, you will be automatically notified via your HCC OwlMail account when an opening occurs. You will have a designated time frame (time frame may vary) in which to proceed to the Register, Add or Drop Classes link in the Registration & Transcripts channel on the My Academic Life tab in OwlNet to register for the course. Because of regular and unforeseen OwlNet outages, we recommend that you check your HCC OwlMail account **daily** and take action as soon as you see the notification. If you fail to take action, you will be automatically removed from that wait list.

If you wait listed two sections of a course, you will remain on the wait list for the other section. If you wish to be removed from the wait list for the other section, you may web drop from the wait list using the Register, Add or Drop Classes link in the Registration & Transcripts channel on the My Academic Life tab in OwlNet, or you may choose to remain on the wait list awaiting email notification should an opening occur.

If you receive a registration hold or error message, contact Registration & Records at 443-412-2222 immediately.

Payment is due at the time of registration or by the payment due date for the semester/term.

Please be aware that the College may open new course sections during the registration process. It is possible that a new section may better meet your needs than the wait listed section. If you are interested in checking to see if additional new sections are open, please refer to the Credit Class Section on the HCC Home page www.harford.edu.

Comments/Advisor's Approval:

Wait Listed By

Date