WAITLISTING

Automated wait-listing is available for all credit courses.
(Academic departments will no longer issue “permission slips” for entry into filled sections.)

The moment a course-section fills, a waitlist is automatically activated. If you place yourself on a waitlist, you must check the ‘Manage My Waitlist’ option (under the “Registration” heading) in your WebAdvisor account EVERY DAY (including weekends and holidays) to determine whether a seat has been offered to you. If a seat becomes available, you have ONE DAY to register before the offer expires and the seat is offered to the next person on the waitlist.

Please understand that wait-listing is a ‘do-it-yourself’ project. You may add yourself to a waitlist either online (via WebAdvisor) or at any in-person registration. However, you must manage your waitlist through your WebAdvisor account only. If you are diligent in checking your waitlist status daily, you increase dramatically your chances of securing that hard-to-get seat!

Also, please note: You may put yourself on waitlists for several sections of the same course. BUT, if you register later for ANY section of a course for which you are waitlisted, you are automatically removed from all of the waitlists you may have been on for that particular course.

Web Advisor basics:
- Go to www.bucks.edu and click on Web Advisor.
- Click the ‘Students’ box in WebAdvisor.
- Click on Log In (top or bottom of screen).
- Type in your Username
- Type in your Password, then single-click SUBMIT.

First Time WebAdvisor Users:
Your Username is the first part of your BucksMail email address. To retrieve your Username, go to the main menu of WebAdvisor, click on ‘Account Information’ and provide the requested information. If you have not created a Password yet or you forgot it, go to our Password Manager application to create your profile and set yourself up for self-service at any time from any PC.

Once you are logged into your WebAdvisor account:
- Under “Registration” single-click Manage My Waitlist.
  - You will see a list of all sections for which you are waitlisted.
  - If you have been offered a seat in any of them, the status for that section will say “Permit.”
  - Sections for which you’re still waiting for a seat show as “Active.”
  - Seats that have been offered to you and that you’ve missed show as “Expired”.
  - If you register for another section of a course that you had previously waitlisted, the section that you had previously been waiting on shows “Other Section” as its status.
- Choose ‘Register’ from the ‘Action’ box (on the left) for any section showing “Permit.”
- Scroll down and single-click the SUBMIT button to register for the offered seat.
That section will be added to your schedule. It will then appear on your My Class Schedule screen (under the ‘Academic Profile’ heading) and you will be charged for it.

Best wishes for a smooth registration and a successful semester!

Bucks County Community College Office of Admissions, Records and Registration