

Frequently Asked Questions

Q:How many students can get on a waitlist?

A:The maximum number of students that can be on a waitlist for any class is 12.

Q:Can I remove myself from the waitlist of a class I no longer want?

A. Yes. Under the Registration menu, click on “Add or Drop Classes.” Follow the steps and SUBMIT your changes.

Q:What if I am still on the waitlist when the class starts?

A. Waitlist functionality ends on the first day the class meets for that semester!

Q:How do I update my email address with Taft College?

A:You can update your email by completing a Student Information Change Form available in the Admissions Office, 661-763-7741, or online:
http://www.taftcollege.edu/tcwp/counsel2/?page_id=48

Q:What if I don't have an email account?

A: Everyone has an email account. If you specified on your admissions application for Taft College that you did not have an email account, you were assigned a CCCApply email account. Contact 661-763-7741 for further information.

Q:How long do I have to pay for my class(es)?

A:The payment deadlines are specified each semester, and are available in the Counseling Center, 661-763-7748, or online:
http://www.taftcollege.edu/student_services/schedule.php

Taft College
Counseling Center
Darcy Bogle, Coordinator of
Matriculation
29 Emmons Park Dr.

Contact Us:
Phone: 661-763-7748
Fax: 661-763-7758
E-mail: sbrown@taftcollege.edu
<http://www.taftcollege.edu>
Student Services



Is the class you want closed?

GET WAITLISTED!

**Taft College has official
waitlists for all classes.
Please login to your Cougar
Tracks account to get
waitlisted!**



TAFT COLLEGE
West Kern Community College District

Here's how to do it:

- 1) Login to Cougar Tracks Registration System at <http://www.taftcollege.edu>
- 2) Click on Student, Registration, Look up Classes
- 3) Search for the class you are interested in taking
- 4) Select the class and Register
- 5) If there are no seats available, check the WL (Waitlist) box
- 6) SUBMIT YOUR CHANGES
- 7) An Error message will appear. Continue and under the action box, click "Waitlist"
- 8) SUBMIT YOUR CHANGES
- 9) You are now waitlisted!

What happens next?

If a seat becomes available in the class, you will be notified with registration instructions **via email**. You will have **72 hours from the time the e-mail was sent** to register for the class. If you do not register for the class within 72 hours, **you will be removed from the waitlist**. Waitlist functionality ends on the day of the first class meeting!

Check your junk mailbox!

Frequently Asked Questions

Q: What if I don't register for the class within 72 hours, but I still want the class?

A: If you do not register for the class within 72 hours, you will be removed from the waitlist, and the next student on the waitlist will be offered the open seat. It is your responsibility to re-add yourself to the waitlist if you did not register for the class during the specified time.

Don't forget to pay by the deadline!

Q: What if I am on the waitlist for a class that is at the same time as another class I'm registered for?

A: You are allowed to get on a waitlist for other classes offered at the same time. If you desire to add the new class section, you must **first** drop the section you are enrolled in to be eligible to register for the new section.

Q: Can I get waitlisted for more than one section of the same class?

A: Yes. You can be on as many waitlists as you would like, even multiple sections of the same class (ex: Engl 1500-30 and Engl 1500-40). There is no limit on the number of class sections you can be waitlisted for.

Q: What if I don't meet the pre-requisite for the class?

A: If you do not meet the pre-requisite(s) for the class, you are not eligible to be added to the waitlist.

Q: What if I'm enrolled in another section of the class but really want a different section that is closed?

A: If you are already enrolled in a class, you are not allowed to get on a waitlist for other sections of the same class.

Q: What if I have attempted this class before?

A: If you have attempted the class previously, and are unable to register for the class, please contact the Counseling Center at 661-763-7748.

