HOW TO REMOVE YOUR NAME FROM A WAITLIST FOR A CLASS

This is a step-by-step guide explaining how to remove your name from a waitlist for a class using your new self-serve portal.

Begin by logging into MyConcordia Portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Under Academics click “Enrol”. Under Enrol, click the “Drop” tab. Select the term that the class you want to drop is in and click “Continue”. Select the waitlisted class you want to drop and click “Drop Selected Classes”. Confirm your selection and click “Finish Dropping”. View your results.
Under Enrol, click the “Drop” tab.

Select the term that the class you want to drop is in and click “Continue”.

Select the waitlisted class you want to drop (you can select more than one class at once) and click “Drop Selected Classes”.

concordia.ca/your-SIS
• MAXIMUM NUMBER OF WAITLISTS: You may only add yourself to a maximum of two class waitlists at any one time. If you are already on the waitlist for two classes and want to add another, you will first have to remove yourself from one of the other waitlists by following the ‘Remove your name from a waitlist’ How To guide.

• THE ENROLMENT PROCESS FOR WAITLISTED COURSES IS AUTOMATIC: If enough spaces become available in a class for which you are on the waitlist, then you will be automatically enrolled onto that course. You will receive a notification to confirm that you are now enrolled on the course.

If you successfully manage to get on to a waitlist for one or more courses but you later change your mind, then you need to remember to remove yourself from the waitlist by following the ‘Remove your name from a waitlist’ How To guide. If you do not do this and you are automatically enrolled, you will be responsible for paying the associated tuition fees once the ‘Did Not Enter’ (DNE) date passes.

• WAITLIST DEADLINE: The deadline for all waitlists is the day before the ‘Did Not Enter’ (DNE) date for the term. After this deadline you will not be able to register for a waitlist and any waitlists that you are currently on at that time will be cancelled. For example, if the DNE date is 20th January then as of 19th January you will not be able to add yourself to any new waitlists and any waitlists you are already on will be cancelled.

• WAITLIST POSITION: You are provided with your number position on the class waitlist at the time of enrolment onto the list. This information is also visible in ‘Your class schedule’ under the ‘List’ view (provided that you have the “Show Waitlisted Classes” box checked).