



QUESTIONS & ANSWERS WAITLIST FEATURE

1. How do I place myself onto a waitlist for a course?

After using the **Class Search** to find your desired class, click the green **'Select Class'** button. On the **Enrollment Preferences** page (next page) select the box **"Wait list if class is full"** and hit **'Next'**. You must then proceed with the rest of the registration process.

2. Can I see how many students are on the waitlist for a course?

Yes. You can view the total number of students on a waitlist for a course on the **Class Detail** page. You can access the **Class Detail** page by clicking on the **course section** hyperlink for a class either from the **Class Search** page, your **Class Schedule** page (**List View**) or your **Course Cart**. In the **Class Detail** page, under **Class Availability**, you can view the **Wait List Capacity** and the **Wait List Total** for the course.

3. Can I view my position on the waitlist?

Yes. You are informed of your position on a waitlist for a course at the time you place yourself on it, and can then monitor your position in your **Class Schedule** page. Ensure that you change the display to **List View**.

4. Can I be on the waitlist for two different sections of the same course?

Yes. However, you will be automatically enrolled into the waitlisted section in which a space becomes available first. At that point you will then be removed from the waitlist for the other section.

5. If I am registered in one section, can I be on the waitlist for a different section of the same course?

Yes, but you must use the **SWAP** feature. In order to set the swap up correctly, you must first register for an open section of the course. Once you are successfully enrolled, you can use the **SWAP** feature to place yourself on to the waitlist for your preferred section of the course.

6. If a course has multiple components (e.g. lab or tutorial), do I have to put myself on a waitlist for all components?

You can only be successfully enrolled into a course with a related component, such as a tutorial or laboratory, if there is space available **in each component**. If one or more components are full, you will be placed on the waitlist for **all** components. Make sure to select the **"Wait list if class is full"** box on the **Enrollment Preferences** page during the enrollment process.

7. What happens if a seat becomes available in only one of the components?

You may see that a seat becomes available in the lecture, but not the lab. In this scenario, you would not be enrolled into the course as a space **must** become available **in all related components** for you to be automatically enrolled into the course from the waitlist.

8. What if I have a full schedule, but I want to be on the waitlist for a preferred course?

If you are registered for a full-course load, you must use the **SWAP** feature to place yourself onto a waitlist. This allows you to designate which of your courses you would like the system to drop if a space becomes available in your preferred waitlisted section. However, keep in mind that if you place yourself onto a waitlist before you have a full course load without using the **SWAP** feature, and then fill your schedule up after, you will not be enrolled into the waitlisted course.

9. How do I know if I have been enrolled into a course from a waitlist?

If a space becomes available in a course for which you are eligible, you will be automatically enrolled into the course. At the time of enrollment, you will be notified **by e-mail from the SIS** and a copy of this email will be kept on file. Please ensure you have updated your e-mail address in your Student Center.

10. What happens when a waitlist reaches its capacity?

If a waitlist has reached its capacity, you will no longer be able to put your name onto the list. When the waitlist for a course has reached its capacity, there will be a blue square to signify that both the course and the waitlist are now closed. If space becomes available, the yellow triangle that signifies an available waitlist will display once again.

11. What if I do not meet the prerequisites for a course? Will I be able to place myself onto the waitlist?

You will not be able to place yourself onto a waitlist if you do not meet the prerequisites for that course. The system will check for all necessary prerequisites when you are trying to enroll for a course or place yourself on a waitlist.

12. Can I be on the waitlist for a course which is showing as open, but I cannot enroll into because available seats are reserved for students in specific programs?

Yes. When you try to enroll in a course with an ‘Open’ status, but receive the error message that available seats are reserved for students in specific programs, you can return to the **Enrollment Preferences** page and select the “**Wait list if class is full**” box and proceed with the enrollment process once again. You will be placed onto the waitlist for the course. If a seat becomes available **for which you are eligible**, then you will be enrolled into the course from the waitlist.

If you are unsure of your eligibility for a course, you should speak with the department offering the course to confirm this before placing yourself on the waitlist.

13. I have just seen that space has become available in a course for which I am position number 1 on the waitlist. Why am I not being enrolled?

The system checks for available seats in all courses with waitlists every four hours. If there are available seats, the system will then enroll eligible students from the waitlist to fill all available seats in order of position. It is possible space became available in a course between the times the system processes the waitlist.

14. I have been at position number 1 on a waitlist for a few weeks. I can see that spaces are available, why am I not being enrolled?

This could be (as mentioned above) because spaces that have become available are reserved for students in specific programs. You will only be enrolled if a non-reserved seat becomes available.

This could also be because you have a full course load, and had enrolled onto the waitlist without using the **SWAP** feature before you filled up your course schedule. You will not be enrolled from any waitlists that were not set up using the **SWAP** feature if you are already enrolled in your maximum allowable credits.

This could also be because you are already enrolled in another section of the same course. If you did not use the **SWAP** feature to place yourself on the waitlist, you will not be enrolled.

It could also be due to a time conflict with another course in your class schedule.

15. I received an e-mail informing me that I had been auto-enrolled from a waitlist into a course that I no longer wanted to be in. How can I remove myself from this course?

You can drop the course the same way that you usually would – see the How to Drop a Course guide in the **Registration Section** of the **Student Hub**.

The process that automatically enrolls students from waitlists is turned off **at 4:00 pm on the Did Not Enter (DNE) deadline** for a term. This is to ensure that you have enough time before the deadline to drop a course you were enrolled into from a waitlist if you have changed your mind.

You should keep track of those courses that you are on the waitlist for and remove yourself from the waitlist if you no longer want to be in the course. You can remove yourself from the waitlist the same way you would drop a course. You can view your waitlisted courses in your **Class Schedule (List View)**.