This is a step-by-step guide explaining how to view enrolment and waitlist information 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 the “other academic…” drop-down menu and select “Class Schedule”. Once “Class Schedule” is selected, click the arrows. Select the academic term (ex. Fall) for the class schedule you wish to see and click “Continue”. You can now view the enrolment and waitlist information for each class.
3. Once “Class Schedule” is selected, click the arrows.

4. Select the academic term for the schedule you wish to view and click “Continue”.

5. View the enrolment and waitlist information for each class.
HOW TO VIEW ENROLMENT AND WAITLIST INFORMATION FOR A CLASS

concordia.ca/your-SIS

• MAXIMUM NUMBER OF WAITLISTS:
  You may only add yourself to a maximum of six credits of waitlisted courses. This means you could be on the waitlist for two courses that are three credits each, or one waitlist for a course that is six credits. If you are already on six credits of waitlists but wish to be on a waitlist for another course, you will have to remove yourself from one of the 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 into that course. You will receive a notification to confirm that you are now enrolled in 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 at 4:00 pm on the Did Not Enter (DNE) deadline 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 4:00 pm on January 20th, 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).

IMPORTANT INFORMATION ABOUT WAITLISTS: