



## Course Registration:

### Registration

#### A — Adding classes

You can add classes to your schedule for the selected term in three easy steps with a couple of restrictions to note:

- If you have a financial hold you will not be able to register in classes until you clear the hold.
- Classes can only be added until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table. If you are taking Qualifying courses which are at the undergraduate level, select the Undergraduate.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

## Select Term

### Credit Courses

**Select a term then select Continue.**

	Term	Career	Institution
<input type="radio"/>	Fall/Winter 2017-18	Graduate	Concordia University
<input type="radio"/>	Winter 2018	Graduate	Concordia University
<input type="radio"/>	Summer 2018	Graduate	Concordia University
<input checked="" type="radio"/>	Fall 2018	Graduate	Concordia University
<input type="radio"/>	Fall/Winter 2018-19	Graduate	Concordia University
<input type="radio"/>	Winter 2019	Graduate	Concordia University

### Non Credit Courses

**Select a term then select Continue.**

	Term	Career	Institution
<input type="radio"/>	Winter 2018	Continuing Education	Concordia University
<input type="radio"/>	Winter 2018	Professional Development	Concordia University
<input type="radio"/>	Spring 2018	Continuing Education	Concordia University
<input type="radio"/>	Summer 2018	Continuing Education	Concordia University

[Clear All](#)

[Continue](#)

Click the **Continue**. Find a class to add, using one of the options displayed, or, if you know the class number, enter it into the *Enter Class Nbr* field

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2018 | Graduate | Concordia University [Change Term](#)

Open   
  Closed   
  Wait List

**Add to Cart**

Enter Class Nbr

 [Enter](#)

**Fall 2018 Course Cart**

Your enrollment Course Cart is empty.

**Find Classes**

Class Search  
 Class Schedule Builder

[Search](#)

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**▼ My Fall 2018 Class Schedule**

You are not registered for classes in this term.

To view details of the course, click on the **Section** to obtain further information about the course.

**▼ COMP 6461 - COMPUTER NETWORKS + PROTOCOL**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1801	EE-LEC 13 Wk	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	<a href="#">Select</a>
1800	EEEE-LAB 13 Wk	Tu 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	<a href="#">Select</a>
1798	EEEJ-LAB 13 Wk	We 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	<a href="#">Select</a>
1799	EEEE-LAB 13 Wk	Fr 6:00PM - 7:50PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	<a href="#">Select</a>

If satisfied that you wish to enroll in this course, choose **Select**.

Confirm the class information. If the section selected also requires you to register for additional components such as labs, tutorials, conferences, etc. you will be required to make that choice before proceeding further:

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add - Related Class Sections

Fall 2018 | Graduate | Concordia University

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Lecture selected Section EE

Tu 5:45PM - 8:15PM H 553 SGW

Open
  Closed
  Wait List

**Select Laboratory section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	1800	EEEI	Tu 8:30PM - 10:20PM	TBA	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	1798	EEEJ	We 8:30PM - 10:20PM	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	1799	EEEK	Fr 6:00PM - 7:50PM	TBA	Staff	<input checked="" type="radio"/>

Once you have selected the laboratory, tutorial or any related class section, press **Next**.

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add - Enrollment Preferences

Fall 2018 | Graduate | Concordia University

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

**Class Preferences**

COMP 6461-EE	Lecture	<input checked="" type="radio"/> Open	<b>Wait List</b> <input type="checkbox"/> Wait list if class is full
COMP 6461-EEEJ	Laboratory	<input checked="" type="radio"/> Open	<b>Grading</b> GRAD Standard Grade
<b>Session</b>	13 week		<b>Units</b> 4.00
<b>Career</b>	Graduate		<b>Tuition</b> 0.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
EE	Lecture	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	04/09/2018 - 03/12/2018
EEEJ	Laboratory	We 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018

Review your selection and click **Next**. You will receive confirmation that the course has been added to your Course Cart.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)  
 Add Classes 1

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

COMP 6461 has been added to your Course Cart.

Fall 2018 | Graduate | Concordia University [Change Term](#)

● Open    ■ Closed    ▲ Wait List

**Add to Cart**

Enter Class Nbr  
 [Enter](#)

**Find Classes**

Class Search

Class Schedule Builder

[Search](#)

Fall 2018 Course Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	COMP 6461-EE (1801)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	●
	COMP 6461-EEEJ (1798)	We 8:30PM - 10:20PM	TBA	Staff		●

[Proceed to Step 2 of 3](#)

Once you have added all your required courses, you will need to click **Proceed to Step 2 of 3** in order to go to the final confirmation page.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)  
 Add Classes 1

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2018 | Graduate | Concordia University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COMP 6461-EE (1801)	COMPUTER NETWORKS + PROTOCOL (Lecture)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	●
COMP 6461-EEEJ (1798)	COMPUTER NETWORKS + PROTOCOL (Laboratory)	We 8:30PM - 10:20PM	TBA	Staff		●

[Cancel](#)    [Previous](#)    [Finish Enrolling](#)

To complete enrollment, click **Finish Enrolling**. If your registration was successful you will see the following message:

Search | **Enroll** | My Academics | My Questionnaires

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[My Class Schedule](#) | **Add** | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors

Fall 2018 | Graduate | Concordia University

 Success: enrolled	 Error: unable to add class	
Class	Message	Status
COMP 6461	Success: This class has been added to your schedule.	

Make a Payment   My Class Schedule   Add Another Class

If it was unsuccessful you will receive an error explaining what the problem is and what you must do to rectify the situation. For example, a message informing you that Departmental Consent is required before you can register. It would be necessary for you to contact the relevant Department to obtain the necessary consent. In other instances, you may be denied registration in a course that appears to still have seats available. This is generally caused by the Department/Faculty having reserved seats for students in a particular department or program of study.

Remember to register for Summer, Fall, Fall/Winter and Winter terms at the same time – do not wait until later in the Fall to register for your Winter courses as you may find them filled to capacity.

## B — Dropping classes

Please note: If you only want to change sections of the same course see C – Swapping classes.

There are three easy steps to dropping a class from your schedule, but there are two different types of course withdrawals and both are controlled by deadline dates shown in the **Term Dates and Deadlines** link under the Important Information section of the Student Center page.

Please note the following important details:

- **DNE – did not enter** – The DNE date is generally one to two weeks after the first day of classes. A withdrawal (drop) before the DNE deadline date is treated as if you were never in the course. There will be no entry on your student record for that course and you will not be charged tuition and other fees for that course. For Master and PhD students, tuition and other fees are billed on a per term basis regardless if registered in course credits. If you have already paid for the course, you will receive financial credit for course fees.
- **DISC – discontinue** – The DISC date is later in the term. A withdrawal (drop) after the DNE date, but before the DISC deadline date allows you to stop attending that course with no academic penalty. Unlike the DNE, however, the course will remain on your student record with an entry of DISC and you will be held financially responsible for the payment of 100% of tuition and other fees, including the Winter portion of a full-year course. For Master and PhD students refer to the [Academic dates](#) for further information.
- Not attending classes, or informing an instructor of an intent to withdraw, does not constitute official withdrawal, nor does it entitle a student to a refund of fees or cancellation of registration. Without formally dropping the course by the appropriate academic withdrawal deadline, non-attendance of a class will result in the assignment of a failing grade.
- If you enroll in a fall term course that is a prerequisite for a winter course and later drop the fall course, the Faculty/Department involved will run a process at the beginning of the winter term to ensure that all students registered in a course with prerequisites have successfully completed that prerequisite.
- Once the add/drop deadline for a term has passed, you will not have the option to select that term.
- If you have a financial hold, you will be able to drop classes, but you will *not* be able to add classes. If you intend to replace a dropped class with a new class, ensure that all financial holds are cleared. For Master and PhD students, certain programs will drop your courses also.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Drop Classes 1 2 3

## Select Term

### Credit Courses

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Fall/Winter 2017-18	Graduate	Concordia University
<input type="radio"/>	Winter 2018	Graduate	Concordia University
<input type="radio"/>	Summer 2018	Graduate	Concordia University
<input type="radio"/>	Fall 2018	Graduate	Concordia University
<input type="radio"/>	Fall/Winter 2018-19	Graduate	Concordia University
<input type="radio"/>	Winter 2019	Graduate	Concordia University

### Non Credit Courses

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Winter 2018	Professional Development	Concordia University
<input type="radio"/>	Spring 2018	Continuing Education	Concordia University

Clear All

Continue

Once the [add/drop deadline](#) for a term has passed that term will no longer be available for selection from the table.

Click the **Continue** button.



All registered classes for the term will be displayed in a grid. Multi-component classes will display all registered sections.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)  
 Drop Classes 1 2 3

## 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2018 | Graduate | Concordia University [Change Term](#)

✔ Enrolled      ⊗ Dropped      ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMP 6461-EE (1801)	COMPUTER NETWORKS + PROTOCOL (Lecture)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	✔
<input type="checkbox"/>	COMP 6461-EEEJ (1798)	COMPUTER NETWORKS + PROTOCOL (Laboratory)	We 8:30PM - 10:20PM	TBA	Staff		✔

[Drop Selected Classes](#)

Select the class(es) you want to drop and click the **Drop Selected Classes** button. Note that you are able to drop multiple courses at once if you wish to do so.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)  
 Drop Classes 1 2 3

## 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

Fall 2018 | Graduate | Concordia University

✔ Enrolled      ⊗ Dropped      ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
COMP 6461-EE (1801)	COMPUTER NETWORKS + PROTOCOL (Lecture)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	✔
COMP 6461-EEEJ (1798)	COMPUTER NETWORKS + PROTOCOL (Laboratory)	We 8:30PM - 10:20PM	TBA	Staff		✔

[Cancel](#)      [Previous](#)      [Finish Dropping](#)

Click the **Finish Dropping** to view result.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)


Drop Classes 1 2 3

### 3. View results

View the results of your enrollment request. Please review the messages below and make changes if necessary.

Fall 2018 | Graduate | Concordia University

 Success: dropped	 Error: unable to drop class
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Class	Message	Status
COMP 6461	<b>Success:</b> This class has been removed from your schedule.	

[Make a Payment](#)   [My Class Schedule](#)

Select the **My class Schedule** button to retrieve your class schedule and confirm that the class(es) correctly show the status as Dropped or DISC.

## C — Swapping classes (including Section changes)

You can swap one course for another or one section for a different one. The process is a combination of add and drop. The swap function allows you to verify the availability of another course or section of the same course before you make a decision. There is, therefore, no risk of losing the section you have if another section is not available.

**DO NOT, UNDER ANY CIRCUMSTANCES**, use the drop and add features to accomplish a section change. If you drop the section that you are currently registered for and then find out that no spaces are available in other sections, you may not be able to get back into the section you were originally registered in as another student may have taken your place once you dropped the course.

There are some restrictions attached to swapping classes:

- If you have a financial hold you will not be able to swap any classes until you clear the hold.
- Classes can only be swapped until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.
- If you are not enrolled in any classes you will not have access to swap classes.
- To swap a component of a multi-component class while keeping one or more of the other components (for example, swap ECON 521 for ECON 561 while keeping the same lecture) see the section entitled **Swapping Multi-Component Classes**.

Select a specific term from the list of current terms that are displayed in the table.

[Search](#) | [Enroll](#) | [My Academics](#) | [My Questionnaires](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Swap a Class 1 2 3

## Select Term

### Credit Courses

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Fall/Winter 2017-18	Graduate	Concordia University
<input type="radio"/>	Winter 2018	Graduate	Concordia University
<input type="radio"/>	Summer 2018	Graduate	Concordia University
<input checked="" type="radio"/>	Fall 2018	Graduate	Concordia University
<input type="radio"/>	Fall/Winter 2018-19	Graduate	Concordia University
<input type="radio"/>	Winter 2019	Graduate	Concordia University

### Non Credit Courses

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Winter 2018	Professional Development	Concordia University
<input type="radio"/>	Spring 2018	Continuing Education	Concordia University

Clear All

Continue

Click the **Continue** button.

The first grid on this page called, *Swap This Class*, displays a list of classes in which you are currently enrolled.

The next section, called *With This Class*, allows you to search for a class using the class search feature, or to select from your Course Cart, or to enter the Class Nbr if you already know it.

The screenshot shows a navigation bar with buttons for Search, Enroll, My Academics, and My Questionnaires. Below it are links for My Class Schedule, Add, Drop, Swap, and Term Information. The main heading is "Swap a Class" with a page indicator showing "1" of 3 pages.

## 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

The screenshot shows the "Swap This Class" section with a dropdown menu set to "BLDG 6701: BUILDING ENVIRONMENT" and a "Change Term" button. Below it is the "With This Class" section, which includes a "Search for Class" dropdown menu, a "Search" button, an "OR" separator, an "Enter Class Nbr" input field, and an "Enter" button.

Select the class that you wish to swap from with the *Swap This Class* grid.

Select the class that you want to swap to using the *With This class* grid.

If you use the search feature and identify a course, you will be asked to choose the section you want by using the "select class" button and you are then re-directed to the Confirm your selection page.

If you select from your Course Cart, using the select button next to that option takes you to the Confirm your selection page.

If you use the Enter Class Nrb feature and press enter you will eventually reach the Confirm your selection page.

Confirm your selection and click the **Finish Swapping** button.

### Swap a Class




### 3. View results

View the results of your swap request. Please review the messages below and make changes if necessary or change your swap choices.

Fall 2018 | Graduate | Concordia University

 Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap CIVI 6611 with CIVI 6671	Success: This class has been replaced.	

[Make a Payment](#)

[My Class Schedule](#)

If the swap is unsuccessful either follow the instructions in the error message or try another course by selecting SWAP from the menu bar:

View **My Class Schedule** to verify the status of your swap transaction:

My Class Schedule

L

Select Display Option  
  List View  
  Weekly Calendar View  
  View in Class Schedule Builder

Fall 2018 | Graduate | Concordia University

[Change Term](#)

▼ **Class Schedule Filter Options**

Show Enrolled Classes  
 Show Dropped Classes  
 Show Waitlisted Classes

[Filter](#)

**BLDG 6701 - BUILDING ENVIRONMENT**

Status	Units	Grading	Grade	Deadlines		
Enrolled	4.00	GRAD Standard Grade				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9331	L	Lecture	We 2:45PM - 5:30PM	H 631 SGW	Staff	04/09/2018 - 03/12/2018

**CIVI 6451 - PAVEMENT DESIGN**

Status	Units	Grading	Grade	Deadlines		
Enrolled	4.00	GRAD Standard Grade				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8070	V	Lecture	Th 2:45PM - 5:30PM	H 401 SGW	Staff	04/09/2018 - 03/12/2018

**CIVI 6671 - FATE+TRANSP./CONTAMIN./ENVT.**

Status	Units	Grading	Grade	Deadlines		
Enrolled	4.00	GRAD Standard Grade				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1518	WV	Lecture	Mo 5:45PM - 8:15PM	H 633 SGW	Staff	04/09/2018 - 03/12/2018

## Swapping multi-component classes (while keeping one or more of the other components)

1. Search for the class using the search function in the *With this class* grid. You will be prompted to make a selection for all required components even if you want to keep the same sections in which you are already enrolled.
2. Confirm your selection. All related components of a class will be displayed.
3. Verify the swap transaction.
4. View **My Class Schedule** to ensure that the class has been swapped in your registration.

**PLEASE NOTE** – If you try to swap one of your components for another one that is currently on a waitlist, then you will be placed on the waitlist for ALL components of the class and potentially lose your place in the class. If you do not want to take this risk, then do not use the swap feature to swap components if your preferred component is on a waitlist.

*For example:*

You are currently enrolled in COMP6461Lecture U, Tutorial U UA and Laboratory UI-X. You want to stay in Lecture U and Laboratory UI-X, but swap the tutorial for U UB (which is on a waitlist). If you attempt to do this using a swap, you will lose your existing places in Lecture U, Tutorial U UA and Laboratory UI-X and be placed on the waitlist for Lecture U, Tutorial U UB and Laboratory UI-X.



## D — Wait listing classes

Once all seats in a course have been filled it may still be possible for you to add your name to a wait list. Academic departments have the choice of offering wait list seats or not. To determine which courses will allow you to add your name to a wait list:

1. Search for Classes
2. Select the term
3. Select the subject
4. Select the course number
5. Search

Once the results of the search are displayed, click on the **Section** hyperlink:

▼ CIVI 6101 - PLAN. + DESIGN OF BRIDGES								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1514	LL-LEC 13 Wk	Tu 5:45PM - 8:15PM	H 920 SGW	Staff	04/09/2018 - 03/12/2018	Fall 2018		<input type="button" value="Select"/>

You are now on the Class Detail page which indicates whether or not a Wait List is available for the course selected and it is also indicated what the wait list capacity is for the course and the Wait List total.

Class Availability			
Combined Section Capacity	85	Wait List Capacity	35
Enrollment Total	0	Wait List Total	0
Available Seats	85		

This tells you that 35 students can add their name to a wait list after the class capacity of 85 has been reached.

There are two scenarios under which you may add your name to a wait list.

1. You have not yet enrolled in your maximum course load so that if a seat becomes available you would be eligible to add it to your other courses for that term.
2. You have enrolled in your maximum course load but you set-up your name on a wait list using the swap feature so that if a seat does become available, you would swap one course for another.

## Scenario 1

Example: you start the registration process by trying to register for a course but the course is full and you get the following error message:

*Error: Class [#] is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.*

You use the class search described above to see the detail of the course and determine that a wait list is available and that there is still room for you to add your name. Knowing this, you select the course again and tick the box labelled **Wait list if class is full** and select next.

[Search](#) [Enroll](#) [My Academics](#) [My Questionnaires](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add - Enrollment Preferences

Fall 2018 | Graduate | Concordia University  
CIVI 6691 - Greenhouse Gases and Control

#### Class Preferences

CIVI 6691-LL      Lecture      ● Open      Wait List  **Wait list if class is full**

Session 13 week      Grading GRAD Standard Grade  
Career Graduate      Units 4.00  
Tuition 0.00

[Cancel](#)      [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
LL	Lecture	Th 5:45PM - 8:15PM	H 620 SGW	Staff	04/09/2018 - 03/12/2018

You will see the resulting message:

*Class [#] is full. You have been placed on the wait list in position number 1.*

If a seat opens up in this course and you satisfy all the necessary requirements you will be registered automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

## Scenario 2

If you are permitted to enroll in 9 or 12 credits in the fall term and you have already reached that capacity but still want the possibility of entering COMP 6461 you would use the *Swap This Class* grid to identify which of your courses you would swap. You would then go to the *With This Class* grid and enter the course. You will then follow the normal steps to get to the point where you identify that you want to “**Wait list if class is full**”.

If a seat opens up in this course and you satisfy all the necessary requirements you will be swapped from one course to the other automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

### Some tips about wait lists

1. You can wait list for a maximum of 6 units per term.
2. If you want to go on a waitlist for another section of a class you are already enrolled in, you **must** use the swap feature otherwise you will never be enrolled into your preferred section.
3. You can be wait listed for two sections of the same course, if available and, if eligible, you will be enrolled into the 1st one in which sufficient space becomes available (at that point you will be removed from the waitlist for the other section).
4. You can remove your name from a wait list by using the **drop** feature.

**Note: Adding your name to a waitlist does NOT guarantee that you will get into the class.**

**IMPORTANT NOTE:** If you are on a waitlist for a course, it does not mean that you are actually registered for the course. You will only be registered into the course if a seat becomes available and the system registers you into the class based on your waitlist position.