Waitlist Registration Instructions for Students

Students who attempt to register for a class that is full may put themselves on a waitlist on a first-come, first-served basis. If a class has linked components, e.g. lecture, lab, seminar, etc, students can only waitlist the lecture section.

When an open seat becomes available, an E-mail will be sent to the Preferred E-mail Address (see below) of the student at the top of the waitlist. The preferred E-mail address is normally the University of Regina E-mail address unless a request was submitted to change to another E-mail address. Please note that this E-mail is the ONLY notification that students will receive regarding the availability of a seat in a waitlisted class. It is important that students check their preferred E-mail address on a regular basis.

Note: There have been problems when Hotmail accounts are used for the preferred e-mail address.

A student will normally have 24 hours - from the time the E-mail was sent - to register for the class through either UR Self-Service or by requesting assistance from his/her academic office during office hours. Please note that academic units have the option to alter the default 24 hour time limit. During this time period, a student can add or drop the waitlisted class through UR Self-Service. After the time limit has expired, if the student did not register for the waitlisted class, he/she will be removed from the waitlist. The next student on the list will be notified.

The waitlist notification process moves students from the waitlist priority queue (WPQ) to the waitlist notification queue (WNQ). The notified student has an assigned deadline by which he/she must act on the available opening. During this period it may look like there is an opening, but the student at the top of the WPQ will not receive a notification until the deadline for the previously notified student passes or the student decides not to register. For example, if your waitlist position on UR Self-Service is 1, you are on the waitlist priority queue, not waitlist notification queue. Although you can see 1 seat available in the class, there is another student in the WNQ who has yet to act on his/her notification.

Registration Holds will prevent a student from registering in a waitlisted class, even if the notification E-mail was sent to the student. Holds should be addressed before registration.
How Does a Student Know if a Class has a Waitlist

Students can tell if a class has a waitlist by conducting ‘Search for Classes to Add’ in UR Self-Service.

NOTE: The following Self-Service images may be clearer if this document is downloaded.

Banner Class Search Waitlist abbreviations:

- WL = Waitlist
- WL Cap = Total seats available on the waitlist
- WL Act = How many students are on the waitlist
- WL Rem = Remaining open seats on the waitlist
- C = Closed, class is enrolled to capacity but there may be room on the Waitlist depending on the WL Rem column
How Does a Student Register for a Waitlist

The steps for registering for a waitlist are the same as registering for a seat in a class:

1. In the **Add/Drop Classes** section, enter the CRN of the class into the **Add Classes Worksheet** field.
   a. You cannot select the class from the **Search for Classes to Add** section directly, because the class is full.

2. Click **Submit Changes**.
   a. Error messages will appear under **Registration Add Errors** when students attempt to register for a class that has already reached its capacity:
      i. **Open – n Waitlisted**
         * indicates that the seat(s) is/are available in the section, but they are being held for waitlisted student(s). You can only place yourself on the waitlist.
ii. **Closed – n Waitlisted**

- indicates that the number of available seats is zero and that n student(s) is/are already on the waitlist. You can only place yourself on the waitlist.

iii. **Closed – Waitlist Full**

- indicates there is no open seat in the section or on the waitlist. No additional students can be added to the waitlist.

***Where n equals the number of students on the waitlist; for example, see below.***

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3. Using the **Action** dropdown menu, select either **None** or **Waitlist**.
   a. **None** will delete the CRN from the registration window.
   b. **Waitlist** will add the student to the waitlist.
4. **Click Submit Changes.**

5. **If Waitlist has been selected the course will be added to his/her Current Schedule, which will display in the following manner:**

   - **Add Classes Worksheet -**
     - **CRNs** - If you have all CRNs (Course Reference Numbers) in which you will register, enter them into these fields. If you are registering in additional classes, they may be added here as well.
     - **Submit Changes** - When class add/drops are complete, select this option.
     - **Class Search** - If you are unsure of which classes to add, select this option to search the class schedule.

   **Error Messages:** After selecting the "Submit Changes" button please wait for your transaction to complete. If you encounter an error message, DO NOT use the "Back" button in your browser to retry the same action(s). Doing so will NOT change the earlier outcome and may lead to further problems. Upon receiving an error message, such as a pre-requisite problem or class restriction (or a long delay), contact your Faculty or College office. At such a time, you may either exit or return to the main menu.
How Does a Student Register for a Class once a Seat Becomes Available

Once a seat becomes available, an E-mail notification will be sent to the student on top of the priority queue (to the ‘Preferred E-mail Address’). The E-mail will state that the student is now eligible to register for the class and the deadline to complete the registration. A sample E-mail notification follows.

Dear FirstName LastName,

You have placed yourself on a Waitlist for BUS 290 001, (CRN: 30877) in 2013 Winter term.

A seat is now available and you must register online using UR self-service or request assistance from your faculty or department office at the University of Regina. Please note that you have to complete your registration before 15-Dec-2012 12:49 PM. If this deadline is after the 1st day of classes, you may have at most until 8am on the 2nd day of classes to take advantage of your waitlist status.

If you miss the deadline, you will automatically be removed from the Waitlist. You will NOT receive a notification of this action.

For more information, please read the Student Waitlist Instructions at http://www.uregina.ca/student/registrar/assets/docs/pdf/student_waitlist_instructions.pdf

Please DO NOT reply to this message. If you have any questions or concerns regarding the Registration Waitlist process, please contact your faculty or department office at the University of Regina.

Sincerely,
University of Regina
Regina, Saskatchewan
Canada S4S 0A2

The student can then log into UR Self-Service and choose to register for that class or request assistance from the academic office within the deadline.

To register for the class:

1. Use the drop down list in the Action column beside the desired class and select Registered in Self-Service.
a. If you are registering for a class requiring an additional component, such as a lab, be sure to find the CRN of the corresponding component that now has an available seat. Enter the CRN in the Add Class Worksheet.

b. **Note:** Do not drop the waitlisted class unless you no longer wish to register for this class.

2. Click **Submit Changes**.

3. The class will be displayed in the following manner:
Registration Errors

If a registration error occurs, such as a time conflict or link error, and the waitlisted course is still wanted, **DO NOT DROP** the class via the Action drop-down list. Steps must be taken to remove the time conflict or add the required link section within the time period mentioned in the notification e-mail.

A student cannot be registered or waitlisted in one section of a course and then try to register or waitlist another section of the same course.

A student cannot try to register in a linked lab/seminar section before registering in the lecture section.

For classes with linked sections, they must be registered together. For example, CS 110 has linked lecture and lab components. The notification is for the lecture. In order to register, a student must find an appropriate lab section and manually enter its CRN when registering the waitlisted lecture.

How Does a Student View the Waitlisted Class Schedule

Students can view the schedule of both registered and waitlisted classes by choosing the ‘Detailed Class Schedule’ section. For the waitlisted class, if the E-mail notification has been sent, the notification expiry date and time will also be displayed.
Position on a Waitlist

The waitlist notification process moves students from the waitlist priority queue (WPQ) to the waitlist notification queue (WNQ) with a priority of 0. The notified student has an assigned deadline by which he/she must act on the available opening. During this period it may look like there is an opening, but the student at the top of the WPQ with priority 1 will not receive a notification until the deadline for the previously notified student passes or the student decides not to register. For example, if your waitlist position on UR Self-Service is 1, you are on the waitlist priority queue, not waitlist notification queue. Although you can see 1 seat available in the class, there is another student with priority 0 in the WNQ who has yet to act on his/her notification.

Thus if you are on a waitlist and there seems to be spaces available but you have not received an e-mail notification, DO NOT DROP A REGISTERED CLASS IN ANTICIPATION OF REGISTERING IN THE NEW CLASS.

PREFERRED E-MAIL ADDRESS

If students do not know their preferred E-mail address, please log in to UR Self-Service and select “View E-mail Address(es)” under the “Personal Information” section. If a preferred E-mail address is not visible, please go to your faculty/department or Registrar’s Office to have an E-mail address flagged as ‘Preferred’ and ‘Display on Web’.

A number of university notifications for active students are sent to the uregina.ca E-mail address. Thus the uregina.ca E-mail address should normally be the preferred E-mail address. If students would rather receive E-mail at another E-mail address, please log in to UR Self-Service to set up the E-mail Forwarding function under ‘Personal Information’ by using the “Check/Set E-mail Forwarding”. After forwarding the uregina.ca address, please check that the forwarding works on the following day.

Waitlist Removal

Normally, waitlists would be dropped at the end of the first day of classes for part of term 1 (POT 1) in the Fall and Winter terms. In the Spring/Summer semesters, the first day of classes for standard parts of term 1 through 7 will be the waitlist deletion dates. WHEN THE WAITLISTS ARE DROPPED, ANY OUTSTANDING NOTIFICATIONS WILL CEASE TO BE EFFECTIVE. At this point if any seats become available, registration will be in the usual manner, on a first-come first-served basis.