Waitlist Registration Instructions for Students – Brief Version

A more detailed description of the waitlist process can be found at http://www.uregina.ca/student/registrar/assets/docs/pdf/student_waitlist_instructions.pdf.

Students who attempt to register for a class that is full may put themselves on a waitlist on a first-come, first-served basis. When an open seat becomes available, an E-mail will be sent to the Preferred E-mail Address of the student at the top of the waitlist. Please note that this E-mail is the ONLY notification that students will receive regarding the availability of a seat in a waitlisted class.

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.

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.
WL = Waitlist                WL Cap – Total seats available on the waitlist
WL Act – Number 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.

**The class cannot be selected from the ‘Search for Classes to Add’ section directly, because the class is full.** In the ‘Add/Drop Classes’ section, enter the CRN of the class into the ‘Add Classes Worksheet’ field; for example, see below.
After clicking ‘Submit Changes’, error messages will appear under Registration Add Errors when students attempt to register for a class that has already reached its capacity:

*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.

*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.

*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).
The Action dropdown menu, see below, allows students to select either None or Waitlist. None will delete the CRN from the registration window; Waitlist will add the student to the waitlist.
Once the student chooses to select Waitlist and clicks the **Submit Changes** button, the course will be added to his/her Current Schedule which will display in the following manner:

![Add Classes Worksheet]

### How Does a Student Register for a Class once a Seat Becomes Available

After receiving an E-mail notification, the student can then log into UR Self-Service and choose to register for that class or request assistance from the academic office before the deadline; see below.

**Note:** Do not drop the waitlisted class unless you no longer wish to register for this class. If you wish to register, use the drop down list in the Action column beside the desired class, choose “Registered in Self-Service”, and finally “Submit Changes”. 
After the student chooses **Registered in UR Self-Service** and clicks the **Submit Changes** button, 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 of a class with a waitlist before registering in the lecture section.

How Does a Student View the Waitlisted Class Schedule

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

Waitlists Dropped

Normally waitlists are dropped at the end of the first day of classes after which registration is on a first-come first-served basis.
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’.