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.

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.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Sub</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade</th>
<th>Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist on May 24, 2012 None</td>
<td>30679 BIS 288 061 Undergraduate 0.000 Normal</td>
<td>Introduction to Managerial Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlist on May 24, 2012 None</td>
<td>30877 BIS 290 061 Undergraduate 0.000 Normal</td>
<td>Introduction to Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: May 25, 2012 09:25 am

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th>30850</th>
</tr>
</thead>
</table>

Submit Changes  Class Search  Reset

RELEASE: 8.4
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.***

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 select 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.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Crd Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist on May 24, 2012</td>
<td>None</td>
<td>30876 BUS 288 001 Undergraduate 0.000 Normal</td>
<td>Introduction to Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>Waitlist on May 24, 2012</td>
<td>None</td>
<td>30877 BUS 290 001 Undergraduate 0.000 Normal</td>
<td>Introduction to Finance</td>
<td></td>
</tr>
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**Add Classes Worksheet**

CRNs

Submit Changes  Class Search  Reset

[View Holds]
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.

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.

1. Click Submit Changes.
2. 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’.