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 email will be sent to the Preferred Email Address of the student at the top of the waitlist. Please note that this email 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 email address.

Until the first day of classes, the notification is valid for 24 hours. For the Fall and Winter terms, from 10:00 a.m. on the first day of classes until the waitlists are deleted, the notification is only valid for 12 hours. You can register online using UR Self-Service or request assistance from your faculty or department office during office hours.

Registration Holds will prevent a student from registering in a waitlisted class, even if the notification email 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:

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Sub</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade</th>
<th>Mod</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist on May 24, 2012</td>
<td>None</td>
<td>30876 BUS 288</td>
<td>001 Undergraduate</td>
<td>0.000 Normal</td>
<td>Introduction to Managerial Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlist on May 24, 2012</td>
<td>None</td>
<td>30877 BUS 290</td>
<td>001 Undergraduate</td>
<td>0.000 Normal</td>
<td>Introduction to Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlist on May 25, 2012</td>
<td>None</td>
<td>30850 BUS 007</td>
<td>001 Undergraduate</td>
<td>0.000 Pass/Fail</td>
<td>Business Computer Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.010
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: May 25, 2012 09:25 am

**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 email 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:

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>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>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waitlist on May 25, 2012</td>
<td>None</td>
<td>30850 BUS 007 001 Undergraduate 0.000 Pass/Fail</td>
<td>Business Computer Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

CRNs

[View Holds]
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 email.

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 email notification has been sent, notification expiry date and time will also be displayed.

Waitlists Dropped

For the Fall and Winter terms, waitlists will be deleted at 11:59 p.m. on the seventh calendar day after classes begin. Calendar days include weekends and holidays. If the seventh day falls on a weekend or a holiday, waitlists will be deleted at 11:59 p.m. on the following business day. For the Spring/Summer term, there are four waitlist deletion dates (one each for Parts of Term 1, 3, 5 and 7 - see the Academic
Schedule https://www.uregina.ca/student/registrar/registration-withdrawal/index.html online for more details). **When the waitlists are dropped, any outstanding notifications will no longer be sent.** At this point if any seats become available, registration will be in the usual manner, on a first-come first-served basis.

**PREFERRED EMAIL ADDRESS**

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