

October 20, 2020

## 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](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.*

Search for Classes to Add

The following applies to options provided in the **Select** column: 1) Open box = Registration is allowed; 2) C = This section is closed or has reached full capacity; 3) NR = Registration is not currently allowed, and; 4) SR = Student or Schedule registration restriction(s).

The **Registration Dates** that are listed when you select the **CRN** hyperlink apply to Self-Service Registration only. Please view the **Student Records** link (on the **Student Services Menu**) to see the dates when you are eligible to register at your Faculty or College Office. The Self-Service Registration dates that are listed with each course are tentative and are subject to change.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	<a href="#">30846</a>	BUS	001	001	2	0.000	Co-operative Business Administration Work/Study I		TBA	50	0	50	0	0	0	Glenys M. Sylvestre (P)	09/05-03/29	TBA
<input type="checkbox"/>	<a href="#">30847</a>	BUS	002	001	2	0.000	Co-operative Business Administration Work/Study II		TBA	50	0	50	0	0	0	Glenys M. Sylvestre (P)	09/05-03/29	TBA
<input type="checkbox"/>	<a href="#">30848</a>	BUS	003	001	2	0.000	Co-operative Business Administration Work/Study III		TBA	50	0	50	0	0	0	Glenys M. Sylvestre (P)	09/05-03/29	TBA
<input type="checkbox"/>	<a href="#">30849</a>	BUS	004	001	2	0.000	Co-operative Business Administration Work/Study IV		TBA	40	0	40	0	0	0	Glenys M. Sylvestre (P)	09/05-03/29	TBA
<input type="checkbox"/>	<a href="#">30850</a>	BUS	007	001	1	0.000	Business Computer Lab	M	10:00 am-11:15 am	1	1	0	5	0	5	Thomas K. Tse (P)	09/10-12/04	ED 531
<input type="checkbox"/>	<a href="#">30851</a>	BUS	007	002	1	0.000	Business Computer Lab	T	10:00 am-11:15 am	45	0	45	5	1	4	Thomas K. Tse (P)	09/11-12/04	ED 531
<input type="checkbox"/>	<a href="#">31027</a>	BUS	007	003	1	0.000	Business Computer Lab	W	01:00 pm-02:15 pm	45	0	45	10	0	10	Thomas K. Tse (P)	09/12-12/04	ED 531

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.

- **Current Schedule** - If you have already registered for the term, those classes will appear in this section.
  - **Action** (Add/Drop) - Before dropping from any classes, you should check "My Refund Schedule!" to determine your options, including the deadline for, and outcomes of, such actions. Although you may drop until the last day of classes, a failing grade (with no refund) may be applied to your record, depending on the date. If the option to drop a class is not available here, you should contact your Faculty or College office for assistance. (If currently on a **student loan**, please confirm with your province if dropping a class will have an adverse affect on your student loan funding).
  - **Credit** - If registered in a Variable Credit Hour course, you may change the credit hours using this option.
- **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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
Waitlist on May 24, 2012	None	30877	BUS	290	001	Undergraduate	0.000	Normal		Introduction to Finance

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

**CRNs**

30850                                       

    

[\[ View Holds \]](#)

RELEASE: 8.4

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).

**• Add Classes Worksheet -**

- o **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.
- o **Submit Changes** - When class add/drops are complete, select this option.
- o **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**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
Waitlist on May 24, 2012	None	30877	BUS	290	001	Undergraduate	0.000	Normal		Introduction to Finance

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

**!** **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	30850	BUS	007	001	Undergraduate	0.000	Pass/Fail		Business Computer Lab

**Add Classes Worksheet**

**CRNs**

[\[ View Holds \]](#)

RELEASE: 8.4

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.

**?** **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**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
Waitlist on May 24, 2012	None	30877	BUS	290	001	Undergraduate	0.000	Normal		Introduction to Finance

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

**!** **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	30850	BUS	007	001	Undergraduate	0.000	Pass/Fail		Business Computer Lab

- None
- Waitlist

**Add Classes Worksheet**

**CRNs**

[\[ View Holds \]](#)

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** -
  - **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**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
Waitlist on May 24, 2012	None	30877	BUS	290	001	Undergraduate	0.000	Normal		Introduction to Finance
Waitlist on May 25, 2012	None	30850	BUS	007	001	Undergraduate	0.000	Pass/Fail		Business Computer Lab

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**

**CRNs**

<input type="text"/>									
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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".**

- o **Credit** - If registered in a Variable Credit Hour course, you may change the credit hours using this option.
- **Add Classes Worksheet**
  - o **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.
  - o **Submit Changes** - When class add/drops are complete, select this option.
  - o **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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
Waitlist on May 24, 2012	None	30877	BUS	290	001	Undergraduate	0.000	Normal		Introduction to Finance
Waitlist on May 25, 2012	None	30850	BUS	007	001	Undergraduate	0.000	Pass/Fail		Business Computer Lab

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 12.000  
 Date: May 25, 2012 11:13 am

### Add Classes Worksheet

**CRNs**

[\[ View Holds \]](#)

After the student chooses **Registered in UR Self-Service** and clicks the **Submit Changes** button, the class will be displayed in the following manner:

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on May 24, 2012	None	30876	BUS	288	001	Undergraduate	0.000	Normal		Introduction to Managerial Accounting
<b>Registered in Self-Service on May 25, 2012</b>	None	30877	BUS	290	001	Undergraduate	3.000	Normal		Introduction to Finance
Waitlist on May 25, 2012	None	30850	BUS	007	001	Undergraduate	0.000	Pass/Fail		Business Computer Lab

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 12.000  
 Date: May 25, 2012 11:15 am

### 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.

### Detailed Class Schedule

Total Credit Hours: 3.000

#### **Business Computer Lab - BUS 007 - 001**

**Associated Term:** 2012 Fall  
**CRN:** 30850  
**Status:** Waitlist on May 25, 2012  
**Assigned Instructor:** Thomas K. Tse (P) (A)  
**Grade Mode:** Pass/Fail  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** On

#### **Scheduled Meeting Times**

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 10:00 am - 11:15 am M	Education Building 531	Sep 10, 2012 - Dec 04, 2012	Lab	Thomas K. Tse (P) (A)

#### **Introduction to Managerial Accounting - BUS 288 - 001**

**Associated Term:** 2012 Fall  
**CRN:** 30876  
**Status:** Waitlist on May 25, 2012  
**Waitlist Position:** 0  
**Notification Expires:** May 25, 2012 03:06 pm  
**Assigned Instructor:**  
**Grade Mode:** Normal  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** On

## 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’.**