STUDENT REGISTRATION TUTORIAL: HOW TO WAITLIST FOR COURSES AND MANAGE YOUR WAITLIST
Waitlist: notes

- Registration offers will be communicated via email. To ensure that registration offers are not caught in your spam filter, we recommend that you [add "@uvic.ca" to your email safe senders](mailto:).
- The maximum number of sections that you may waitlist in is **four**.
- Waitlisted sections do not count towards your maximum units total.
- The maximum number of lecture, lab, and tutorial sections **per course** that you may waitlist in is **one**.
- You will receive an error message if you attempt to waitlist in more than 6 sections or more than 1 lecture of the same course.
- You must accept a registration offer by the deadline or you will be dropped from the waitlist automatically.
- If there is another section open and you require this course then you may want to consider registering in another section as there is no guarantee that a space will become available for registration.
- Check for time conflicts with other registered courses. You may add courses to your waitlist but will not be able to accept an offer and register in a course if there is a time conflict with a course you are already registered in.
Waitlists: My page navigation

Click on Registration, select Add or drop classes or Look up classes
Waitlists: select a subject

Begin your search by selecting a **Subject**. This is the only required field.
Waitlists: advanced search

Advanced search options refine your search.
Waitlists: optional advanced search

Advanced search options refine your search.
Courses that are at capacity are noted with a "C". You can add yourself to the waitlist of C courses.
Once you have added the CRN of the “C” section, you will see the Waitlist options.

Sections can also be added from the Add and drop classes page.
Waitlists: view and maintain waitlist

Go to the **Waitlist** option on the **Registration** sub-menu to view and manage your Waitlisted classes.

**IMPORTANT:** All students (including Visiting, IEX, diploma and degree holders) are solely responsible for reviewing all course descriptions prior to registration to ensure that all course pre-requisite requirements have been met. Students may be dropped from a course at the start of the term if the pre-requisite has not been satisfied.

**FIRST YEAR ENGLISH:**
Written the LPI OR
above in English 12
students with an LPI

**NOTE FOR YEAR LEVELS:**
This document...

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
Waitlists: view and maintain waitlist

NOTE: You may only waitlist in one lecture section per course. E.g. ENGL 115 has 10 lecture sections A01 - A10. You may only waitlist in one of those ten sections.

**Checking for time conflicts with other registered courses is not done at the time you go on the waitlist, but you will not be able to accept an offer and register in a course if there is a time conflict with one of the other courses you are registered in.

Waitlist confirmations are not required at this time.

### Active Waitlist Class/Sections

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Section</th>
<th>Title</th>
<th>Last Confirmed</th>
<th>Offer Response Hrs</th>
<th>Messages</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>22922</td>
<td>HIST</td>
<td>132</td>
<td>A01</td>
<td>HIST OF CANADA SINCE 1867</td>
<td></td>
<td></td>
<td></td>
<td>001</td>
</tr>
<tr>
<td>Drop</td>
<td>25361</td>
<td>POLI</td>
<td>317</td>
<td>A01</td>
<td>POLITICS OF DEVELOPMENT</td>
<td></td>
<td></td>
<td></td>
<td>028</td>
</tr>
<tr>
<td>None</td>
<td>25382</td>
<td>POLI</td>
<td>363</td>
<td>A01</td>
<td>ABORIGINAL POLI+SELF-GOVT</td>
<td></td>
<td></td>
<td></td>
<td>030</td>
</tr>
<tr>
<td>None</td>
<td>25447</td>
<td>PSYC</td>
<td>106A</td>
<td>A01</td>
<td>INTRODUCTORY PSYCHOLOGY: I</td>
<td></td>
<td></td>
<td></td>
<td>005</td>
</tr>
</tbody>
</table>

You can view your current position on each waitlist and from here, can choose to drop yourself from a waitlist by selecting **Drop** from the **Action** drop-down menu. Click **Submit Changes**
Waitlists: drop waitlisted courses

You must then select "Confirm Drop" to finalize. Remember that dropping yourself from the waitlist means that if you choose to add yourself back on at a later date, your position may be higher.
Waitlists: revised waitlist

### Active Waitlist Class/Sections

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<td>None</td>
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<td>PSYC</td>
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<td>A01</td>
<td>INTRODUCTORY PSYCHOLOGY: I</td>
<td></td>
<td></td>
<td></td>
<td>005</td>
</tr>
</tbody>
</table>

Submit Changes

### Inactive Waitlist Class/Sections

<table>
<thead>
<tr>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>CRN</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI</td>
<td>317</td>
<td>A01</td>
<td>25361</td>
<td>POLITICS OF DEVELOPMENT</td>
<td>Dropped Manually</td>
</tr>
</tbody>
</table>
Waitlists: Registration Offers

If you receive a **Registration Offer**, you must respond by the deadline specified in your offer or you will be dropped from the waitlist. To accept the offer, select "Register" from the Action drop-down menu and click **Submit Changes**.

Note: The Registration Offer notification will be sent to your Preferred email address.
Waitlists: revised waitlist including accepted offers and dropped classes

- Active Waitlist Class/Sections
  - Action: None
  - CRN: 25382
  - Subj: POLI
  - Crse: 363
  - Section: A01
  - Title: ABORIGINAL POLI+SELF-GOV'T
  - Last Confirmed: 
  - Offer Response Hrs: 
  - Position: 030

- Inactive Waitlist Class/Sections
  - Subject: AE
  - Crse: 307
  - Sec: A02
  - CRN: 31300
  - Title: PRINTMAKING
  - Status: Offer Accepted

  - Subject: SOCI
  - Crse: 100A
  - Sec: A01
  - CRN: 31163
  - Title: INTRO SOCI: CULTURE+SOCIALZTN
  - Status: Dropped Manually

In your inactive waitlist sections now includes your Accepted Offer as well as your Dropped Class.
Waitlists: registration is automatic once you accept a Registration Offer

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> 2010</td>
<td></td>
<td>30673</td>
<td>HIST</td>
<td>131</td>
<td>A01</td>
<td>Undergraduate</td>
<td>1.500</td>
<td>Standard Grades - Undergrad</td>
<td>HIST OF CANADA TO 1867</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>30070</td>
<td>AE</td>
<td>305</td>
<td>A01</td>
<td>Undergraduate</td>
<td>1.500</td>
<td>Standard Grades - Undergrad</td>
<td>DRAWING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30872</td>
<td>MATH</td>
<td>100</td>
<td>A01</td>
<td>Undergraduate</td>
<td>1.500</td>
<td>Standard Grades - Undergrad</td>
<td>CALCULUS:1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 9.000

Once you accept a Registration Offer you are automatically registered in the course. To drop the course, you must return to the Add or Drop classes menu and select Web Drop from the