STUDENT REGISTRATION TUTORIAL:
HOW TO **GET ON A WAITLIST**
& **MANAGE A WAITLIST**

University of Victoria
Waitlist Notes

• **Registration offers are sent to your preferred email address.** To ensure that registration offers are not caught in your spam filter, add "@uvic.ca" to your email safe senders.

• You must accept a registration offer by the date and time (PST) specified in the offer email or you will be automatically dropped from the waitlist.

• **Waitlisted sections do not count towards your maximum units total for enrolment verification purposes** (loans, scholarships etc …)
Waitlist **Notes**

- **There is no guarantee that a space will become available for registration;** if this course is required as part of your program and there is another section open, consider registering in a different section.

- **If there is a time conflict with a course you are already registered in, you will not be able to accept your registration offer;** check for time conflicts with other registered courses.
Maximum Units and **Combined Limit**

- **You may be waitlisted and registered in a Combined Limit.** For most undergraduate students this combined limit is 10.5 units; 9.0 units is the normal maximum registered units permitted and an additional 1.5 units is given to allow waitlist flexibility. Tutorial and lab registration does not count towards the combined limit.

- **Once you have reached the Combined Limit, you will not be able to add more registered or waitlisted units.** You will need to drop a course to be able to add any more units (registered or waitlisted).

- You can waitlist for only **one** lecture, lab and tutorial section **per course.**
How to **Find the Course Reference Number (CRN)**

- To get on a waitlist for a lecture section that is already full, you’ll need the CRN (course reference number) for that course.

- Begin your search by logging into My page Student Services. Select the **Registration** tab and select **Look Up Classes**

- Choose a **Term**, then select a **Subject** from the drop-down menu

- Select **Course Search** to see the results

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**Look Up Classes**

Select Course search or Advanced class search after you select your subject.

Select Course Search when your selection is complete.

Select a **Subject**, then select **Course Search**
Optional Advanced Search

Use Advanced Search to refine your search.

For example, look for 100-level courses by typing a “1” in the Course Number field.

Select Section Search to see the results.
Class Search Shows Sections Found

- Courses that are **full** display with a “C” because they are **at capacity**
- Write down the **CRN**
- You’ll use the CRN to add yourself to the waitlist of the C course

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crn</th>
<th>Sec</th>
<th>Cmp</th>
<th>Grad</th>
<th>Title</th>
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<th>Time</th>
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<th>Xl Act</th>
<th>Xl Rem</th>
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<tr>
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<td>150B</td>
<td>A01</td>
<td>M</td>
<td>1.500</td>
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<td>T.W.F.</td>
<td>09:30 am-10:20 am</td>
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<td>199</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>100</td>
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<td>BIOL</td>
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<td>A02</td>
<td>M</td>
<td>1.500</td>
<td>Modern Biology</td>
<td>T.W.F.</td>
<td>01:30 pm-02:20 pm</td>
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<td>3</td>
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<td>20269</td>
<td>BIOL</td>
<td>186</td>
<td>A01</td>
<td>M</td>
<td>1.500</td>
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<td>M.Th.</td>
<td>10:00 am-11:20 am</td>
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<td>100</td>
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**CRN 20269, BIOL 186 A01** has a “C”, the course has reached **capacity** and is full.

There are no seats **Remaining (Rem)** for this course, the **Waitlist (WL Rem)** has 100 spaces.

If there is room on the Waitlist, you can add yourself to that waitlist by adding the **CRN** to the **Add Courses Worksheet**
How to **get on a Waitlist**

- Select the **Registration** tab in My page Student Services
- Select **Add or Drop Classes**
- Select a **Term**
- In one of the boxes under the **Add Classes Worksheet**, enter the **CRN** for the course that is full
- Select **Submit Changes**
How to **get on a Waitlist**

- After selecting **Submit Changes**, you will see the **Course(s) currently full** message and a box below.

- The **Status** box will indicate: the course section is full, the number of students already on the waitlist, and ask if you want to waitlist for the course.

- Select **Waitlisted** from the **Action** drop down menu

- Click **Submit Changes** to add the course to your schedule as a waitlisted course.

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**This section is full.** The Status box tells you how many students are already on the Waitlist.

To add yourself to the Waitlist, select **Waitlisted** from the **Action drop-down menu** and click **Submit Changes**.
How to **get on a Waitlist**

- Once you have added yourself to the waitlist of the course, it will appear under the **Active Waitlist Class/Sections**
- You are now on the waitlist for the course

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**Add Classes Worksheet**

<table>
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<th>CRNs</th>
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**Active Waitlist Class/Sections**

Below are all the active waitlist classes that you have. Go to the Waitlisting menu option to monitor your position, confirm your place, drop from the waitlist, and more.

<table>
<thead>
<tr>
<th>Subj</th>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
<th>Title</th>
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<tbody>
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<td>BIOL</td>
<td>106</td>
<td>A01</td>
<td>20282</td>
<td>PHYSIOLOGY AND CELL BIOLOGY</td>
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</table>

Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule after submitting to verify that your current registration is accurate.
How to **View your Waitlist**

To view and manage your Waitlisted classes, select the **Waitlist** link in the My page Student Services **Registration** tab.
How to **View your Waitlist**

- Once you are on the waitlist for the course, it will appear under **Active Waitlist Class/Sections**
- Registration offers that you have accepted will appear under **Inactive Waitlist/Class Sections**
- Courses that you are no longer on the waitlist for will appear under **Inactive Waitlist/Class Sections**

### Active Waitlist Class/Sections

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Title</th>
<th>Units</th>
<th>Last Confirmed</th>
<th>Offer Response Hrs</th>
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<tbody>
<tr>
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<td>20260</td>
<td>BIOL</td>
<td>186</td>
<td>A01</td>
<td>PHYSIOLOGY AND CELL BIOLOGY</td>
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</table>

### Inactive Waitlist Class/Sections

<table>
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<tr>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>CRN</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>AHVS</td>
<td>337</td>
<td>A01</td>
<td>23633</td>
<td>SPCL TPCS: COMTEMP ASIAN ART</td>
<td>Offer Accepted on Jan 08, 2018 17:28</td>
</tr>
<tr>
<td>BIOL</td>
<td>186</td>
<td>A01</td>
<td>20269</td>
<td>PHYSIOLOGY AND CELL BIOLOGY</td>
<td>Dropped Manually on Jan 24, 2018 14:38</td>
</tr>
</tbody>
</table>
How to **Check your Waitlist Position**

Check your current waitlist position under **Active Waitlist/Class Sections**
How to **Accept a Registration Offer**

- You must accept a registration offer by the date and time (PST) specified in the offer email or you will be automatically dropped from the waitlist.

- Once you **accept** a Registration Offer, registration in the course is **automatic**.

Accept a Registration Offer by selecting **Register** from the **Action** drop-down menu and select **Submit Changes**
How to **Leave a Course Waitlist**

- You can choose to **leave** the Waitlist by selecting **Drop** from the **Action** drop-down menu and then selecting **Submit Changes**.

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<th>Last Confirmed</th>
<th>Offer Response Hrs</th>
<th>Messages</th>
<th>Position</th>
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<tr>
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<td>BIOL</td>
<td>186</td>
<td>A01</td>
<td>PHYSIOLOGY AND CELL BIOLOGY</td>
<td>1.500</td>
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- The course will now be listed under **Waitlist Courses to Drop**

- Confirm that you would like to **leave the Waitlist** by selecting **Confirm Drop** from the **Action** drop-down menu and then selecting **Submit Changes**.

- Leaving the waitlist means that if you choose to join the waitlist at a later date, your position number on the waitlist will be higher.
How to **Confirm you Have Left a Waitlist**

- **Inactive Waitlist/Class Sections** lists Registration Offers you have accepted and courses where you left the waitlist.

- Once you have left the Waitlist, you will see the course **Status** is **Dropped Manually**

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