myCapU Account Waitlist Guide

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What is a Waitlist?

A waitlist is a list that students can join when the class they want to take is full and they are waiting for a seat to become available.
When a student who is currently registered in the class decides to drop that course, a seat will open and a *Registration Offer* will be sent to the first person on the waitlist.

Please Note:
- Being on a waitlist, **does not** guarantee the student will get a seat in the class.
- Students can waitlist in a **maximum of 5 courses** at any one time.
- Students have **24 hours** to accept a *Registration Offer*. If they decline or do not respond to the request, the system will automatically drop them from the waitlist and the *Registration Offer* will be sent to the next person on the waitlist.

How Do I Waitlist for a Course?

Most classes have an online waitlist, which students can join when they are registering in classes through their myCapU Account, but some courses (such as Chemistry and Biology), have a manual waitlist that is monitored by the Department, and requires students to contact them directly to sign up.

How to Waitlist Online

Once you have selected your desired class or classes in your myCapU Account:

1. Ensure that *Register* is selected in the Action drop down for all sections in the Summary section, click '*Submit*'.

   - Courses you can register straight into will update as 'Registered'**.**
   - An error will appear in a red box at top right of the screen, noting that a course is 'Closed-Waitlisted'.
   - Select '*Waitlist'* in the Action drop down in the Summary section, click '*Submit*'.
   - Successfully registered courses will now show as 'Waitlisted'.
   i. If you receive a r*egistration error message*, this means you have been prevented from registering/waitlisting into the course. Please review the **Registration Error Message** guide on the How to Register webpage.

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How to Waitlist Manually

Once you have selected your desired class or classes in your [myCapU Account](#):

1. Click on the course title in the Summary section to bring up information and details on the course.
2. Select '*Registration Notes*'*,* then follow the instructions on how to contact the Department.
   a. Courses that have a *manual waitlist* will list the contact information here.
   b. Most Departments with a manual waitlist require that you send them an email from your [myCapU Email](#) account that includes the course name, the section number, your full name, and your student number.

How do I Accept a "Registration Offer"?

Before the Term Begins

If a seat becomes available in a waitlisted course, a *Registration Offer* will be automatically sent to the student in position "1" on the waitlist. The Offer will appear on their [myCapU Account](#) and at the same time, an email will be sent to their [myCapU Email](#) account to let them know they have been offered a seat in the class.

Students will have **24 hours** to accept the *Registration Offer* from the time the offer was sent (e.g. an offer sent at 12:00pm will expire at 11:59am the following day), otherwise the system will automatically drop them from the waitlist and the Offer will be sent to the next person on the list.

1. To accept a *Registration Offer*, log into your [myCapU Account](#) using your Capilano University username and password.
2. Select '*Register for Classes*' from the Student Services menu.
3. Select the term with the waitlisted course and select '*Continue*'.
4. In the Summary tab, update the course to '*Register*' as the selected option in the Action column and click '*Submit*'
5. Successfully registered courses will now show as 'Registered'.
   - **Please note:**
     i. The waitlisting system does not check if you have taken the course twice before,; therefore, you are able to waitlist despite this being the third attempt. If you are waitlisted in a course that you have taken twice before, you will need to contact he instructor for a REPEAT override before you can accept a registration offer.
     ii. If you are already registered in another section of the waitlisted course, you will need to drop the registered section of the course before accepting the offer. If

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you try to accept the offer before dropping the other section, your acceptance will be denied and you will be removed from the waitlist.

After the Term Begins

Waitlisting for all courses will end on the official first start date of the term. Waitlist will be cleared (you will be removed from all waitlists) and any open seats will be able to be registered directly into on a first-come, first-serve basis.

How do I Manually Drop a Course from my Waitlist?

1. Log into your myCapU Account using your Capilano University username and password.
2. Select 'Register for Classes' from the Student Services menu.
3. Select the term you wish to plan for from the drop down menu and select '*Continue*'
4. Go to the 'Summary' section and locate the course you would like to drop from the waitlist
5. Select 'Drop Course' from dropdown in the Action column that corresponds to the course
   a. Note: You can select more than one course to drop from a waitlist at a time
6. Click 'Submit'
7. The course you have dropped will now show as 'Dropped' in the Status column.

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