

# Waitlist Guide

## Contents

What is a Waitlist? .....	1
How Do I Waitlist for a Course? .....	1
How to Waitlist Online .....	1
How to Waitlist Manually .....	2
How do I Maintain my Position on the Waitlist? .....	2
How do I Accept a “Registration Offer”? .....	3
Before the Term Begins .....	3
After the Term Begins.....	3
How do I Manually Drop a Course from my Waitlist? .....	4

## 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 either the [myCap Schedule](#) or 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 built your class schedule using the [myCap Schedule](#):

1. Select *Register* (the green button at the bottom of the screen).
  - This will automatically open the **Add/Drop/Waitlist Classes** webpage, in your [myCapU Account](#) and populate the Course Registration Numbers (CRN) into the **Add Classes Worksheet**.
2. Select *Submit Changes*.
  - Courses you can register straight into will appear in the centre of the **Add/Drop/Waitlist Classes** webpage under **Current Schedule**.

- Waitlistable courses will appear at the bottom of the webpage with an active drop-down menu (registration error messages also appear in this area).
3. Activate the drop-down menu and select *Waitlisted-Web*.
  4. Select *Submit Changes*.
    - If there are no registration errors, a list of your waitlisted courses should appear under **Active Waitlist Class/Sections**, which means you have successfully put yourself on the waitlist.
    - If you receive a *registration 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, or contact the Registrar's Office at 604-984-4900, ext. 5, for more information.

## How to Waitlist Manually

Once you have built your class schedule using the [myCap Schedule](#):

1. Select the [Show More](#) link in the Course Description.
  - a. This will expand the information block, which will allow you to view the detailed course information, the different course sections, the course restrictions, and the registration notes.
2. Scroll down to view the *Registration Notes*, then follow the instructions on how to contact the Department.
  - a. Courses that have a *manual waitlist* will list their instructions and 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 Maintain my Position on the Waitlist?

Beginning Spring 2021, students no longer have to confirm their position on the waitlist. Once you have put yourself on the waitlist, you will remain there until you either manually remove yourself from that waitlist or if you accept, miss, or decline a *Registration Offer*.

### Waitlist Guide

Page 2

v4 - April 2021

## How do I Accept a “Registration Offer”?

1. To accept a “Registration Offer”, log into your [myCapU Account](#) > Select *Registration* > Select *View and Maintain Waitlist*.
2. On the **Select Term** webpage, activate the drop-down menu > Select the *current term* > Select *Submit*.
  - This will open the **View and Maintain Waitlist** webpage, where you will see a list of your waitlisted courses. Registration Offers will show to the right of the class, under the *Message* column.
3. Under the *Action* column, activate the drop-down menu > Select *Register* > Select *Submit Changes*.
  - This will update the *Status* column to show you are now registered in the course.
  - **Please note: 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 you try to accept the offer before dropping the other section, your acceptance will be denied and you will be removed from the waitlist.**

## 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](#) at 12:01 am the next day 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* (until 11:59 pm the day the offer is sent), otherwise the system will automatically drop them from the waitlist and the Offer will be sent to the next person on the list.

## After the Term Begins

Once the term begins, waitlists are controlled by the instructor(s) of the course, so during the [Add/Drop Period](#) students should put themselves on the waitlist (if they have not already done so), attend the first class, and speak with their instructor(s) about the possibility of getting a seat in the course.

- For online classes, students on the waitlist should contact their instructor(s) with their request, via their [myCapU Email](#).

If there are any available seats, or if a seat becomes available because another student dropped the course, the instructor will send the student in position “1” on the waitlist a *Registration Offer*.

The Offer will appear on their [myCapU Account](#) at 12:01 am the next day 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* (until 11:59 pm the day the offer is sent), otherwise the system will automatically drop them from the waitlist. The instructor can then resend the Offer to the next person on the list.

*Please Note: Instructors cannot provide a student with a Registration Offer unless they are on the waitlist for their class.*

## How do I Manually Drop a Course from my Waitlist?

1. To manually drop a waitlisted course, log into your [myCapU Account](#) > Select *Registration* > select *View and Maintain Waitlist*.
2. On the **Select Term** webpage, activate the drop-down menu > Select the *current term* > Select *Submit*.
  - a. This will open the **View and Maintain Waitlist** webpage, where you will see a list of your waitlisted courses. Registration Offers will show to the right of the class, under the *Message* column.
3. Under the *Action* column, activate the drop-down menu next to the undesirable course > Select *Drop* > Select *Submit Changes*.
  - a. The system will then ask you to confirm your decision to manually drop the course.
4. Under the *Action* column, activate the drop-down menu > Select *Drop* > Select *Submit Changes*.
  - a. The course has been successfully dropped and will now appear on the *Inactive Waitlist Class/Sections* area of the **View and Maintain Waitlist** webpage.