WAITLIST GUIDE

1. How To Waitlist For A Course
2. How To Maintain Your Position On The Waitlist
3. How To Accept A Registration "Offer"
4. How To Drop A Course From The Waitlist
HOW TO WAITLIST FOR A COURSE

Sometimes the courses you wish to register in will be full. At this point, instead of registering straight into your course(s), you will need to put yourself on the Waitlist.

1. Once you have built your class schedule using the myCap Schedule, click Register at the bottom of your screen.

This will open the Add/Drop/Waitlist Classes screen and populate the CRNs (Course Registration Numbers) for your selected courses into the Add Classes Worksheet.
2. Confirm your class selections by clicking *Submit Changes*.

3. A drop-down menu should appear next to the waitlistable course(s). Select *Waitlisted-Web* from the drop-down menu, and then click *Submit Changes*.
4. If there are **no** registration errors, a list of your waitlisted courses should appear in the **Active Waitlist Class/Sections** area.

Note: If a registration error occurs, please contact the Registrar’s Office at 604-984-4900, ext. 5, for more information.

**Congratulations, you have waitlisted successfully!**
MAINTAINING YOUR POSITION ON THE WAITLIST

Note: You must confirm your waitlisted position every 72 hours (three days), otherwise the system will automatically drop you from the waitlist.

If you are in position 1-5 on the waitlist, it is strongly recommended that you confirm your position every 24 hours in case you receive a Registration “Offer” from your instructor. Registration offers expire within 24 hours. If you do not accept your “Offer” within this time period, you will be automatically dropped from the waitlist.

1. To maintain your waitlisted position, log into your myCapU Account, select Registration and then select View and Maintain Waitlist.
2. In the drop-down menu, select the current term and then click *Submit*.

3. Select *Confirm* from the drop-down menu next to your course, and then click *Submit Changes*.

If you have successfully confirmed your position, the confirmation date and time on the right of your listed course should now be 72 hours (three days) from the time that you last confirmed.

**Congratulations, you have successfully confirmed your position!**
ACCEITING A REGISTRATION “OFFER”

Before the term begins: If a seat becomes available in a class you have waitlisted in, an “Offer” will automatically be sent to your account to allow you to register straight into the course.

After the term begins: During the Add/Drop period, after waitlisting, students should attend the first class and speak with the instructor. If there are available seats, the instructor will provide the student with an “Offer” which will appear on the student’s account the next day.

Note: Registration Offers expire within 24 hours. If you do not accept your offer within this time period, you will automatically be dropped from the waitlist.

1. To accept an offer, log into your myCapU Account, select Registration and then select View and Maintain Waitlist.
2. In the drop-down menu, select the current term and then click Submit.

3. When you receive a registration “Offer” from your instructor, the message to the right of your course(s) will update, to show how much time you have left before the offer expires.

4. To accept the offer, open the drop-down menu next to the waitlisted class, select Register and then click Submit Changes.
5. Your status should now show that you are registered.

Congratulations, you have successfully registered into a waitlisted course!
HOW TO DROP A COURSE FROM THE WAITLIST

Note: If you do not confirm your position on the waitlist every 72 hours (three days), the registration system will automatically drop you from the waitlist.
If you do not accept your “Registration Offer” within 24 hours (1 day), the registration system will automatically drop you from the waitlist.

1. To manually drop a waitlisted course, log into your myCapU Account, select Registration and then select View and Maintain Waitlist.

Student Services

- Admissions
- Check your admission status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule;
- Financial Aid and Awards
- Apply for awards, view student loan information and apply for fee deferrals
- Textbook list
- Registration
- View appointment with advisors
- Elections
- Cast your ballot electronically
- View your Transcript

Registration

- Select a Term
- Select the term for which you would like to register, or for which you require registration information.
- Check Your Registration Status
- Display Time Ticket information, registration permits and overrides established, holds and academic standing that can affect registration.
- myCap Schedule
- Build Schedule and Register
- Drop and Confirm Waitlist
- View course information (registrations, drops, withdrawals), view registration errors, add classes and drop classes, add waitlists and view your active waitlists.
- Add, Drop, Withdrawal Procedures
- Add, Drop, and withdrawal procedures are outlined in the University Calendar. In the current calendar, navigate to Academic Information then Registration, and then Add, Drop, Withdrawal Procedures.
- Student Detail Schedule
- View an alphabetical listing of the classes that you are registered in and the names of the instructors.
- Student Schedule by Day & Time
- View a list of the classes you are registered in. Classes are in table format by day and time.
- View and Maintain Waitlist
- Confirm your position on the waitlist and accept offers when they are available.
- Make a payment
- Make a payment on your account.
- Textbooks
- View your textbook list. Purchase your textbooks.
2. In the drop-down menu, select the current term and then click Submit.

3. To drop a course, open the drop-down menu next to the waitlisted class, select Drop and the click Submit Changes.

4. You will then need to confirm your decision to manually drop the course by selecting Confirm Drop in the drop-down menu, and then by clicking Submit Changes.
5. The dropped class should now appear on the Inactive Waitlist Class/Sections area of the View and Maintain Waitlist page.

<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>AHIS</td>
<td>106</td>
<td>01</td>
<td>20352</td>
<td>Art of the Americas &amp; Africa</td>
<td>Dropped Manually on Apr 16, 2019 14:40</td>
</tr>
</tbody>
</table>

Congratulation, you have successfully dropped a course from your waitlist!