

WAITLIST GUIDE

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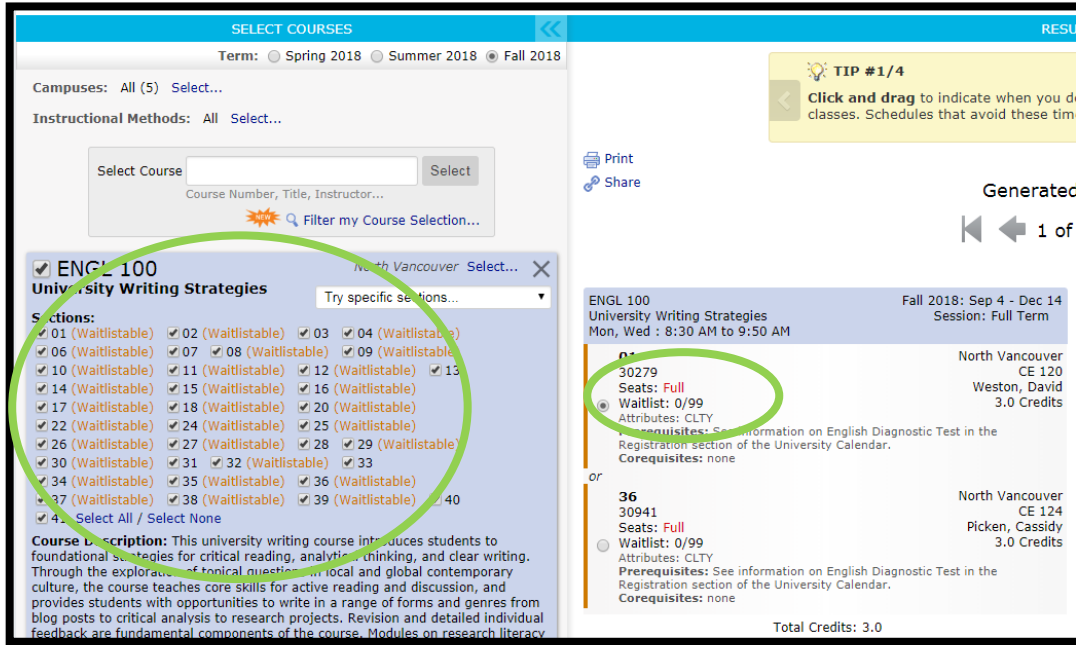
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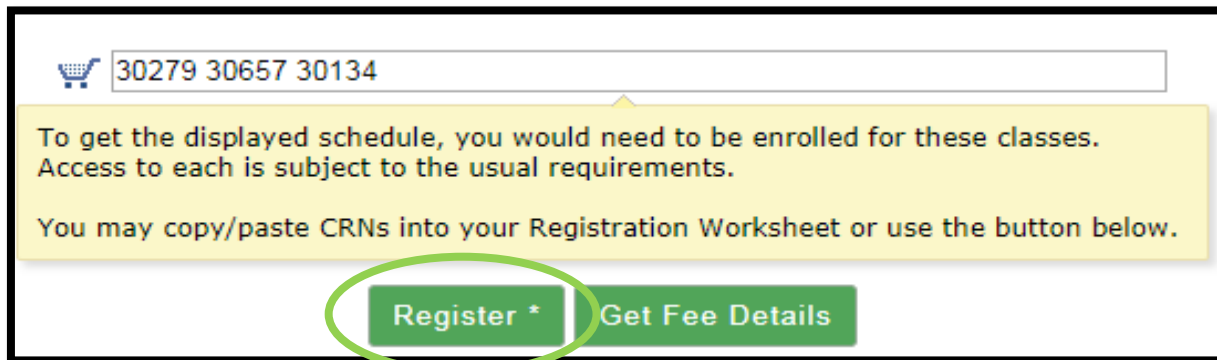
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HOW TO WAITLIST FOR A COURSE

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*.

Summer 2019
May 03, 2019 10:27 am

Add/Drop/Waitlist Classes:

Use this screen to add, drop or waitlist for classes for the specified term. If you have successfully registered for classes for the term, those classes will appear in the "Current Schedule" section. If you have successfully waitlisted for classes they will appear in the "Active Waitlist Class/Sections" area below. If you are unsure of which classes to add, click "Class Search" below to view the classes and the days/times they are offered.

Please remember to keep your User ID and PIN confidential as any changes made to your record will be considered authorized by you.

For information on adding/dropping/waitlisting consult the [Add/Drop/Waitlist Help](#).

For course description and information on course prerequisites and corequisites consult the [University Calendar](#) on the Cap

Add Classes Worksheet

CRNs

20972

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 and correct.

Submit Changes **Class Search** **Reset**

3. A drop-down a menu should appear next to the waitlistable course(s). Select *Waitlisted-Web* from the drop-down menu, and then click *Submit Changes*

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - 8 Waitlisted	None	20972	AHIS	106	02	Credit	3.000	Standard	Letter	Art of the Americas & Africa

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - 8 Waitlisted	Waitlisted - Web	20972	AHIS	106	02	Credit	3.000	Standard	Letter	Art of the Americas & Africa

Add Classes Worksheet

CRNs

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 and correct.

Submit Changes **Class Search** **Reset**

4. If there are **no** registration errors, a list of your waitlisted courses should appear in the **Active Waitlist Class/Sections** area.

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 register in the class.

Subj	Crse	Section	CRN	Title
AHIS	106	02	20972	Art of the Americas & Africa

Congratulations, you have waitlisted successfully!

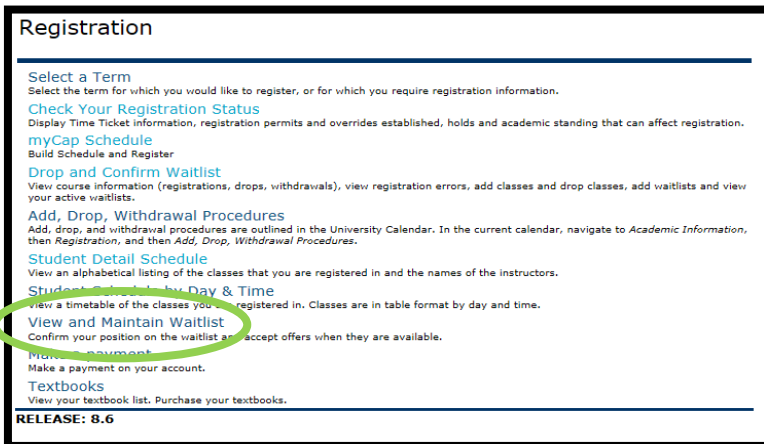
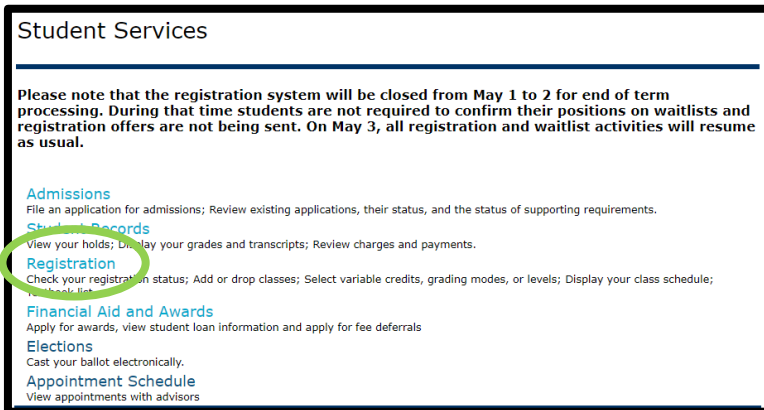
Note: If a registration error occurs, please contact the Registrar's Office at 604-984-4900, ext. 5, for more information.

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*.

Personal Information Employee Services **Student Services**

Search Go

Select Term

Select a Term: Summer 2019

Submit

RELEASE: 8.7.1

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

Active Waitlist Class/Sections

Action	CRN	Subj Crse	Section Title
None	20972	AHIS 106 02	Art of the Americas & Africa

Submit Changes

Active Waitlist Class/Sections

Action	CRN	Subj Crse	Section Title	Last Confirmed	Offer Response Hrs	Messages	Position
Confirm	20972	AHIS 106 02	Art of the Americas & Africa			Next confirmation by May 06, 2019 10:43	010

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!

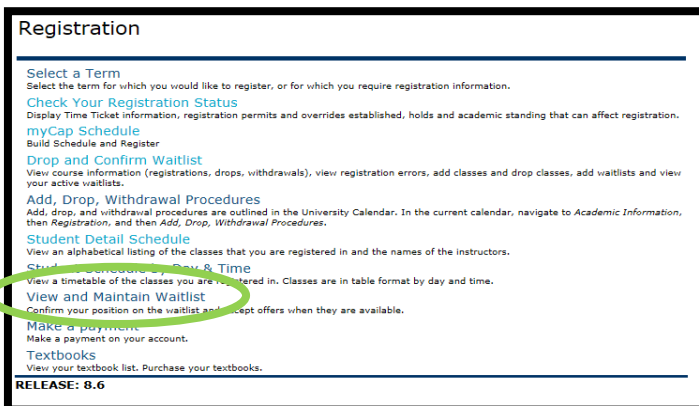
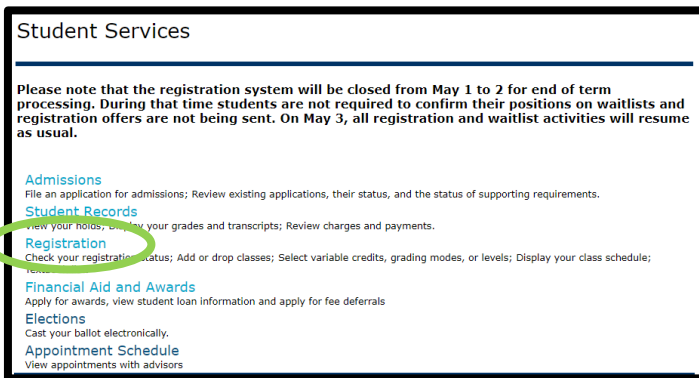
ACCEPTING A REGISTRATION “OFFER”

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*.



- In the drop-down menu, select the current term and then click *Submit*.

Personal Information Student Services

Search Go

Select Term

Select a Term:

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- 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.

Action	CRN	Subj	Crse	Section	Title	Last Confirmed Offer	Response Hrs	Messages	Position
None	10066	ENGL	100	01	University Writing Strategies		23.98	Registration Offer: you must register by Feb 28, 2018 13:04	001

You have one or more registration offers


- To accept the offer, open the drop-down menu next to the waitlisted class, select *Register* and then click *Submit Changes*.

Action	CRN	Subj	Crse	Section	Title	Last Confirmed Offer	Response Hrs	Messages	Position
Register	10066	ENGL	100	01	University Writing Strategies		23.98	Registration Offer: you must register by Feb 28, 2018 13:04	001

You have one or more registration offers

5. Your status should now show that you are registered.

Add/Drop/Waitlist Classes:

 Use this screen to add, drop or waitlist for classes for the specified term. If you have successfully registered for classes for the term, the "Waitlist Class/Sections" area below. If you are unsure of which classes to add, click "Class Search" below to view the classes and the data.

Please remember to keep your User ID and PIN confidential as any changes made to your record will be considered authorized.

For information on adding/dropping/waitlisting consult the [Add/Drop/Waitlist Help](#).

For course description and information on course prerequisites and corequisites consult the [University Calendar](#) on the Capilano University website.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered - Web on Feb 27, 2018		10066	ENGL	100	01	Credit	3.000	Standard	Letter	University Writing Strategies

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

Please note that the registration system will be closed from May 1 to 2 for end of term processing. During that time students are not required to confirm their positions on waitlists and registration offers are not being sent. On May 3, all registration and waitlist activities will resume as usual.

- [Admissions](#)
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.
- [Student Records](#)
View your records; Display your grades and transcripts; Review charges and payments.
- [Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Textbook list.
- [Financial Aid and Awards](#)
Apply for awards, view student loan information and apply for fee deferrals
- [Elections](#)
Cast your ballot electronically.
- [Appointment Schedule](#)
View appointments with advisors

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 timetable 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.

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2. In the drop-down menu, select the current term and then click *Submit*.

Personal Information Employee Services **Student Services**

Search Go

Select Term

Select a Term: Summer 2019

Submit

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

Active Waitlist Class/Sections

Action	CRN	Subj Crse	Section Title	Last Confirmed	Offer Response Hrs	Messages	Position
None	20972	AHIS 106 02	Art of the Americas & Africa	May 03, 2019 10:57		Next confirmation by May 06, 2019 10:57	010

Submit Changes

Active Waitlist Class/Sections

Action	CRN	Subj Crse	Section Title	Last Confirmed	Offer Response Hrs	Messages	Position
Drop	20972	AHIS 106 02	Art of the Americas & Africa	May 03, 2019 10:57		Next confirmation by May 06, 2019 10:57	010

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*.

Waitlist Courses to Drop

Action	CRN	Subj Crse	Section Title	Last Confirmed	Offer Response Hrs	Messages	Position
None	20972	AHIS 106 02	Art of the Americas & Africa	May 03, 2019 10:57		Next confirmation by May 06, 2019 10:57	010

Submit Changes

Waitlist Courses to Drop

Action	CRN	Subj Crse	Section Title	Last Confirmed	Offer Response Hrs	Messages	Position
Confirm Drop	20972	AHIS 106 02	Art of the Americas & Africa	May 03, 2019 10:57		Next confirmation by May 06, 2019 10:57	010

Submit Changes

- The dropped class should now appear on the **Inactive Waitlist Class/Sections** area of the **View and Maintain Waitlist** page.

Inactive Waitlist Class/Sections

Subj	Crse	Sec	CRN	Title	Status
AHIS	106	01	20352	Art of the Americas & Africa	Dropped Manually on Apr 16, 2019 14:40

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