



HOW TO GET ON A WAITLIST FOR A CLASS

This is a step-by-step guide explaining how to get on a waitlist for a class using your new self-serve dashboard.

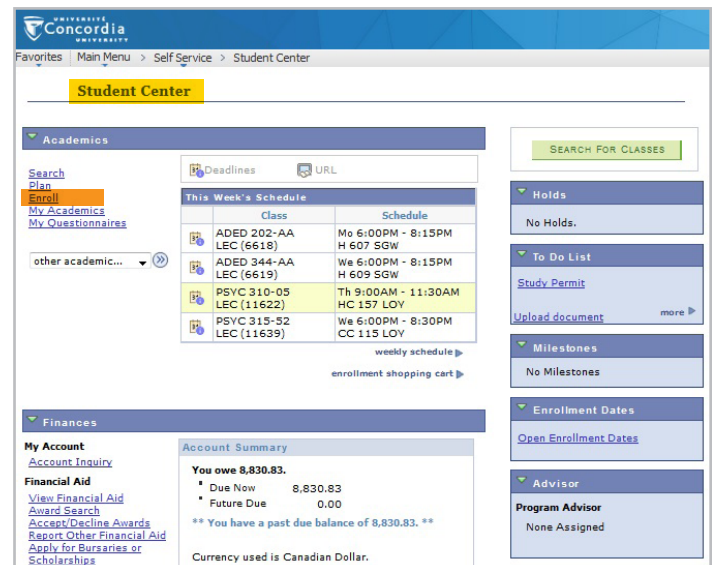
Begin by logging into MyConcordia Portal. Once logged in, click on **"My Student Centre"** located on the upper left-hand side of the screen to access your self-service dashboard.

Under Academics click **"Enrol"**. Under Enrol click the **"Add"** tab. Select your desired term and click **"Continue"**. Select **"Class Search"** and click **"Search"**. Fill in the boxes according to your preference and click **"Search"**. Scroll to view the classes that match your search criteria and click the **"Select"** button. Review the details of the course and check **"Wait list if class is**

full" and then Click **"Next"**. This will add the course to your course cart. If you wish to add more courses then repeat the process, if not click **"Proceed to Step 2 of 3"**. Click **"Finish Enrolling"**. View your results.

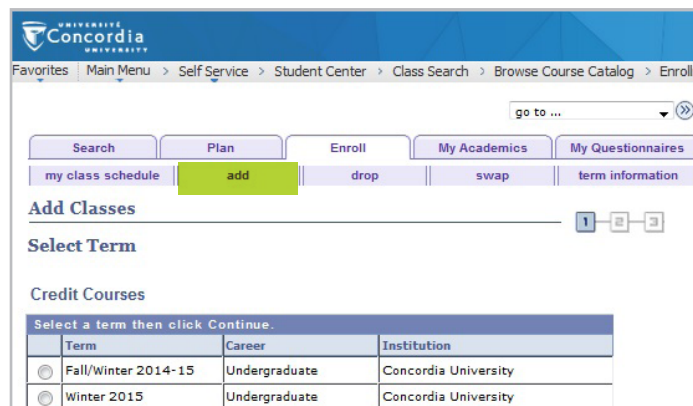
To view more information on how to register for a course, see the *How to register for a course*.

1
Student Centre



The screenshot shows the 'Student Center' dashboard. On the left, under 'Academics', the 'Enrol' link is highlighted. The main area displays 'This Week's Schedule' with a table of classes and their times. On the right, there are sections for 'Holds', 'To Do List', 'Milestones', 'Enrollment Dates', and 'Advisor'.

2
Under Academics
click "Enrol".



The screenshot shows the 'Add Classes' page. At the top, there are tabs for 'Search', 'Plan', 'Enroll', 'My Academics', and 'My Questionnaires'. The 'Enroll' tab is active, and the 'add' button is highlighted. Below, there is a 'Select Term' section with a table of available terms.

Term	Career	Institution
<input type="radio"/> Fall/Winter 2014-15	Undergraduate	Concordia University
<input type="radio"/> Winter 2015	Undergraduate	Concordia University

3
Under Enrol, click
the "Add" tab.

4
Select desired term
and click "Continue".

Concordia University
Self Service > Student Center > Enrollment: Add Classes

go to ...

Search Plan Enroll My Academics My Questionnaires
my class schedule add drop swap term information

Add Classes

Select Term

Credit Courses
Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Fall/Winter 2014-15	Undergraduate	Concordia University
<input checked="" type="radio"/> Winter 2015	Undergraduate	Concordia University

Non Credit Courses
Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Winter 2015	Continuing Education	Concordia University
<input type="radio"/> Spring 2015	Continuing Education	Concordia University
<input type="radio"/> Summer 2015	Continuing Education	Concordia University

CLEAR ALL CONTINUE

5
Select the "Search"
button.

Concordia University
Self Service > Student Center > Enrollment: Add Classes

go to ...

Search Enroll My Academics My Questionnaires
my class schedule add drop swap term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Winter 2015 | Undergraduate | Concordia University [change term](#)

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
Class Search
[search](#)

Winter 2015 Course Cart
Your enrollment Course Cart is empty.

6
Fill in the search boxes according to your
preference and click "Search".

* To view more information on how to search for a
class, view the [How to search for a class](#) How To
document.

**If you wish to return to previous page, click the
"Return to Add Classes".

Add Classes

Enter Search Criteria

Concordia University | Fall 2016

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Career: Undergraduate

select subject: SOCI Sociology

Course Number: 200

Course Level (Credit Course Only): 200 300 400 500 600 700 800

Department or Faculty: Sociology

Additional Search Criteria

[Return to Add Classes](#) CLEAR **SEARCH**

7

➤ Scroll to view classes that match your search criteria and click the "Select" button.

* If a waitlist is available, a yellow triangle will be shown as the status.

9

➤ This will add the course to your course cart. If you wish to add more courses then repeat the process, if not click "Proceed to Step 2 of 3".

10

Click "Finish Enrolling".

11

View your results.

***If you are successfully placed in a waitlist for the desired course, the following message will be shown:*

IMPORTANT INFORMATION ABOUT WAITLISTS:

- MAXIMUM NUMBER OF WAITLISTS:** You may only add yourself to a maximum of six credits of waitlisted courses. This means you could be on the waitlist for two courses that are three credits each, or one waitlist for a course that is six credits. If you are already on six credits of waitlists but wish to be on a waitlist for another course, you will have to remove yourself from one of the waitlists by following the 'Remove your name from a waitlist' How-To guide.
- THE ENROLMENT PROCESS FOR WAITLISTED COURSES IS AUTOMATIC:** If enough spaces become available in a class for which you are on the waitlist, then you will be automatically

enrolled into that course. You will receive a notification to confirm that you are now enrolled in the course.

If you successfully manage to get on to a waitlist for one or more courses but you later change your mind, then you need to remember to remove yourself from the waitlist by following the 'Remove your name from a waitlist' How To guide. **If you do not do this and you are automatically enrolled, you will be responsible for paying the associated tuition fees once the 'Did Not Enter' (DNE) date passes.**

- WAITLIST DEADLINE:** The deadline for all waitlists is at 4:00 pm on the Did Not Enter (DNE) deadline for the term. After this deadline you will not be able to register

for a waitlist and any waitlists that you are currently on at that time will be cancelled. For example, if the DNE date is 20th January then as of 4:00 pm on January 20th, you will not be able to add yourself to any new waitlists and any waitlists you are already on will be cancelled.

- WAITLIST POSITION:** You are provided with your number position on the class waitlist at the time of enrolment onto the list. This information is also visible in 'Your class schedule' under the 'List' view (provided that you have the "Show Waitlisted Classes" box checked).