

Course Registration:

Registration

A — Adding classes

You can add classes to your schedule for the selected term in three easy steps with a couple of restrictions to note:

- If you have a financial hold you will not be able to register in classes until you clear the hold.
- Classes can only be added until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table. If you are taking Qualifying courses which are at the undergraduate level, select the Undergraduate.



Select Term

Credit Courses



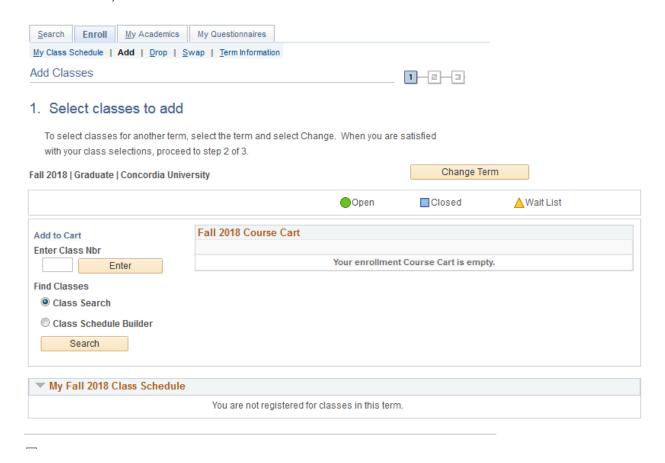
Non Credit Courses



Clear All

Continue

Click the **Continue**. Find a class to add, using one of the options displayed, or, if you know the class number, enter it into the *Enter Class Nbr* field

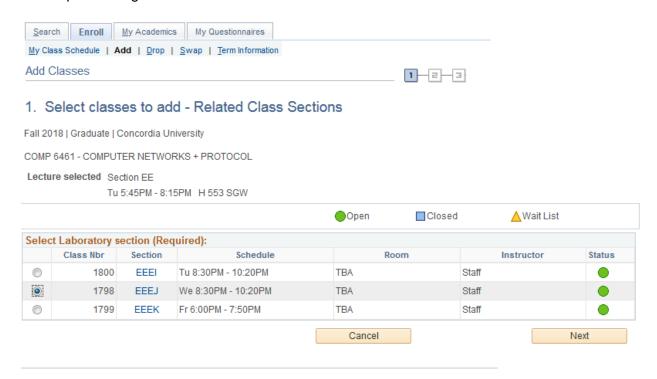


To view details of the course, click on the **Section** to obtain further information about the course.



If satisfied that you wish to enroll in this course, choose **Select**.

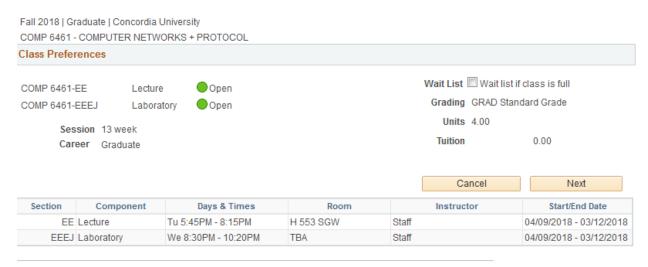
Confirm the class information. If the section selected also requires you to register for additional components such as labs, tutorials, conferences, etc. you will be required to make that choice before proceeding further:



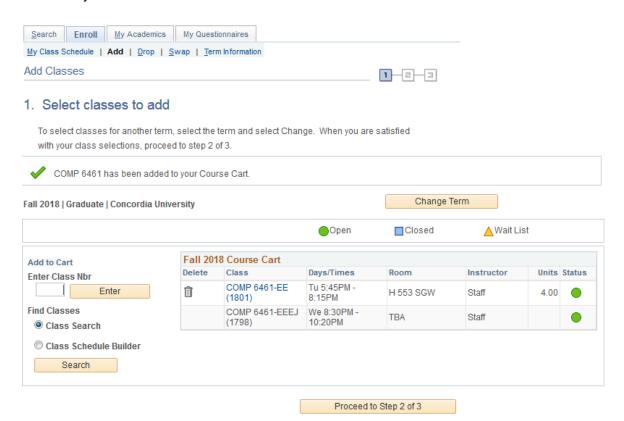
Once you have selected the laboratory, tutorial or any related class section, press Next.



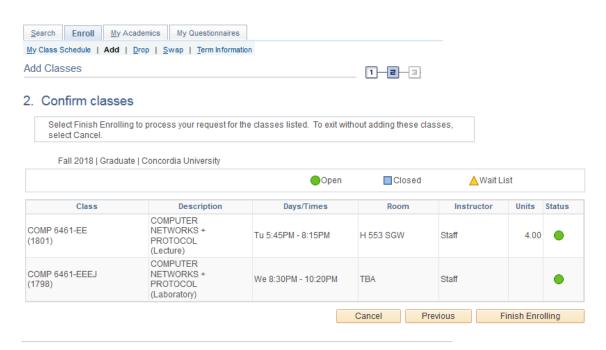
Select classes to add - Enrollment Preferences



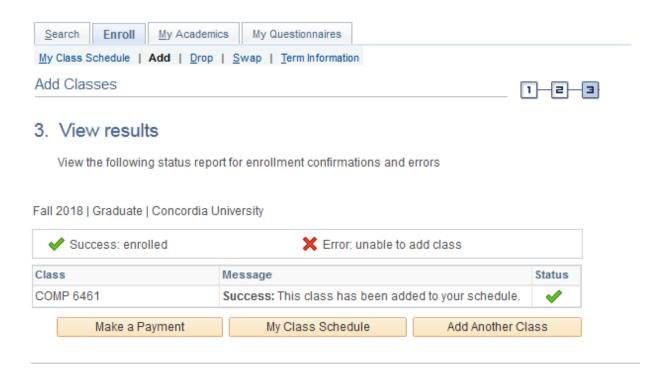
Review your selection and click **Next**. You will receive confirmation that the course has been added to your Course Cart.



Once you have added all your required courses, you will need to click **Proceed to Step 2 of 3** in order to go to the final confirmation page.



To complete enrollment, click **Finish Enrolling.** If your registration was successful you will see the following message:



If it was unsuccessful you will receive an error explaining what the problem is and what you must do to rectify the situation. For example, a message informing you that Departmental Consent is required before you can register. It would be necessary for you to contact the relevant Department to obtain the necessary consent. In other instances, you may be denied registration in a course that appears to still have seats available. This is generally caused by the Department/Faculty having reserved seats for students in a particular department or program of study.

Remember to register for Summer, Fall, Fall/Winter and Winter terms at the same time – do not wait until later in the Fall to register for your Winter courses as you may find them filled to capacity.

B — Dropping classes

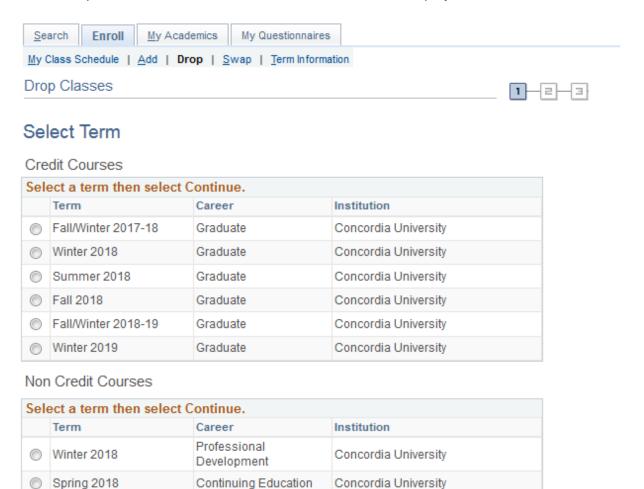
Please note: If you only want to change sections of the same course see C – Swapping classes.

There are three easy steps to dropping a class from your schedule, but there are two different types of course withdrawals and both are controlled by deadline dates shown in the **Term Dates** and **Deadlines** link under the Important Information section of the Student Center page.

Please note the following important details:

- DNE did not enter The DNE date is generally one to two weeks after the first day of classes. A withdrawal (drop) before the DNE deadline date is treated as if you were never in the course. There will be no entry on your student record for that course and you will not be charged tuition and other fees for that course. For Master and PhD students, tuition and other fees are billed on a per term basis regardless if registered in course credits. If you have already paid for the course, you will receive financial credit for course fees.
- DISC discontinue The DISC date is later in the term. A withdrawal (drop) after the DNE date, but before the DISC deadline date allows you to stop attending that course with no academic penalty. Unlike the DNE, however, the course will remain on your student record with an entry of DISC and you will be held financially responsible for the payment of 100% of tuition and other fees, including the Winter portion of a full-year course. For Master and PhD students refer to the <u>Academic dates</u> for further information.
- Not attending classes, or informing an instructor of an intent to withdraw, does not
 constitute official withdrawal, nor does it entitle a student to a refund of fees or cancellation
 of registration. Without formally dropping the course by the appropriate academic
 withdrawal deadline, non-attendance of a class will result in the assignment of a failing
 grade.
- If you enroll in a fall term course that is a prerequisite for a winter course and later drop
 the fall course, the Faculty/Department involved will run a process at the beginning of the
 winter term to ensure that all students registered in a course with prerequisites have
 successfully completed that prerequisite.
- Once the add/drop deadline for a term has passed, you will not have the option to select that term.
- If you have a financial hold, you will be able to drop classes, but you will not be able to
 add classes. If you intend to replace a dropped class with a new class, ensure that all
 financial holds are cleared. For Master and PhD students, certain programs will drop your
 courses also.
- For additional information regarding the add/drop deadlines, refer to the Term Dates and Deadlines link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table.



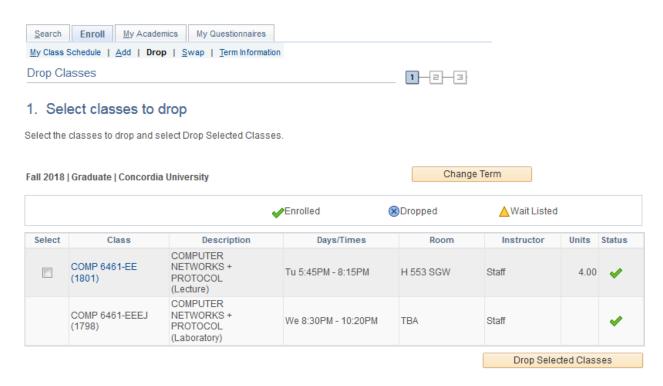
Once the <u>add/drop deadline</u> for a term has passed that term will no longer be available for selection from the table.

Clear All

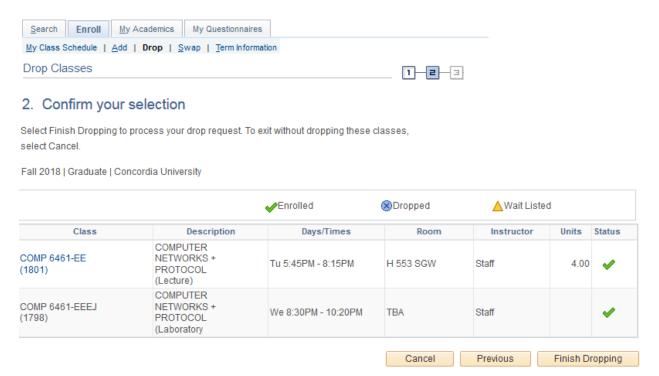
Continue

Click the Continue button.

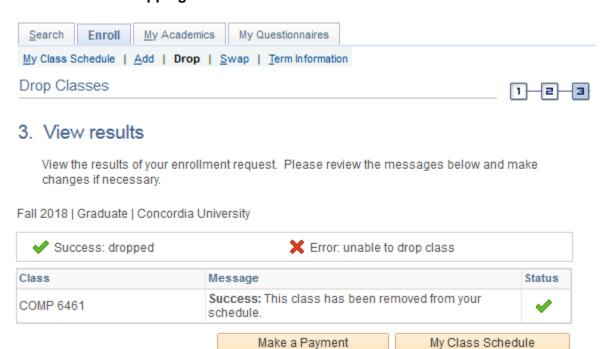
All registered classes for the term will be displayed in a grid. Multi-component classes will display all registered sections.



Select the class(es) you want to drop and click the **Drop Selected Classes** button. Note that you are able to drop multiple courses at once if you wish to do so.



Click the **Finish Dropping** to view result.



Select the **My class Schedule** button to retrieve your class schedule and confirm that the class(es) correctly show the status as Dropped or DISC.

C — Swapping classes (including Section changes)

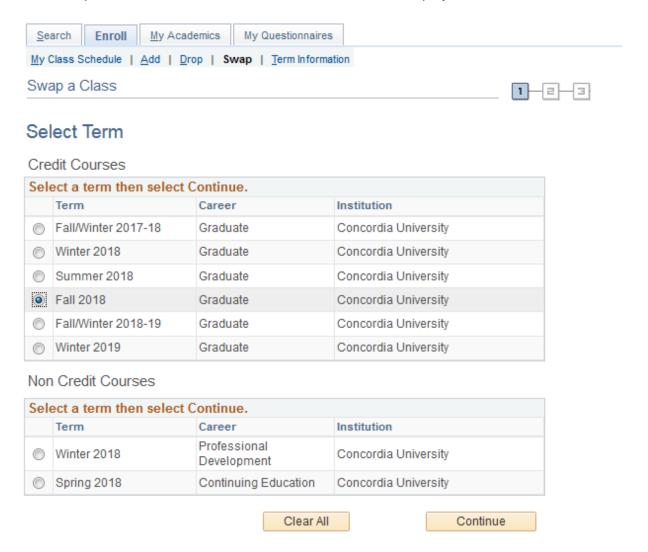
You can swap one course for another or one section for a different one. The process is a combination of add and drop. The swap function allows you to verify the availability of another course or section of the same course before you make a decision. There is, therefore, no risk of losing the section you have if another section is not available.

DO NOT, UNDER ANY CIRCUMSTANCES, use the drop and add features to accomplish a section change. If you drop the section that you are currently registered for and then find out that no spaces are available in other sections, you may not be able to get back into the section you were originally registered in as another student may have taken your place once you dropped the course.

There are some restrictions attached to swapping classes:

- If you have a financial hold you will not be able to swap any classes until you clear the hold.
- Classes can only be swapped until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.
- If you are not enrolled in any classes you will not have access to swap classes.
- To swap a component of a multi-component class while keeping one or more of the other components (for example, swap ECON 521 for ECON 561 while keeping the same lecture) see the section entitled Swapping Multi-Component Classes.

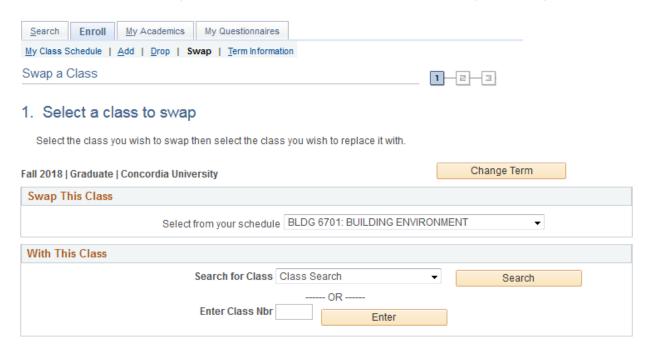
Select a specific term from the list of current terms that are displayed in the table.



Click the **Continue** button.

The first grid on this page called, *Swap This Class*, displays a list of classes in which you are currently enrolled.

The next section, called *With This Class*, allows you to search for a class using the class search feature, or to select from your Course Cart, or to enter the Class Nbr if you already know it.



Select the class that you wish to swap from with the Swap This Class grid.

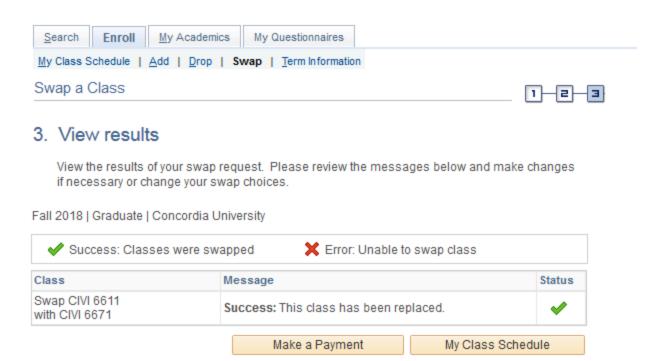
Select the class that you want to swap to using the With This class grid.

If you use the search feature and identify a course, you will be asked to choose the section you want by using the "select class" button and you are then re-directed to the Confirm your selection page.

If you select from your Course Cart, using the select button next to that option takes you to the Confirm your selection page.

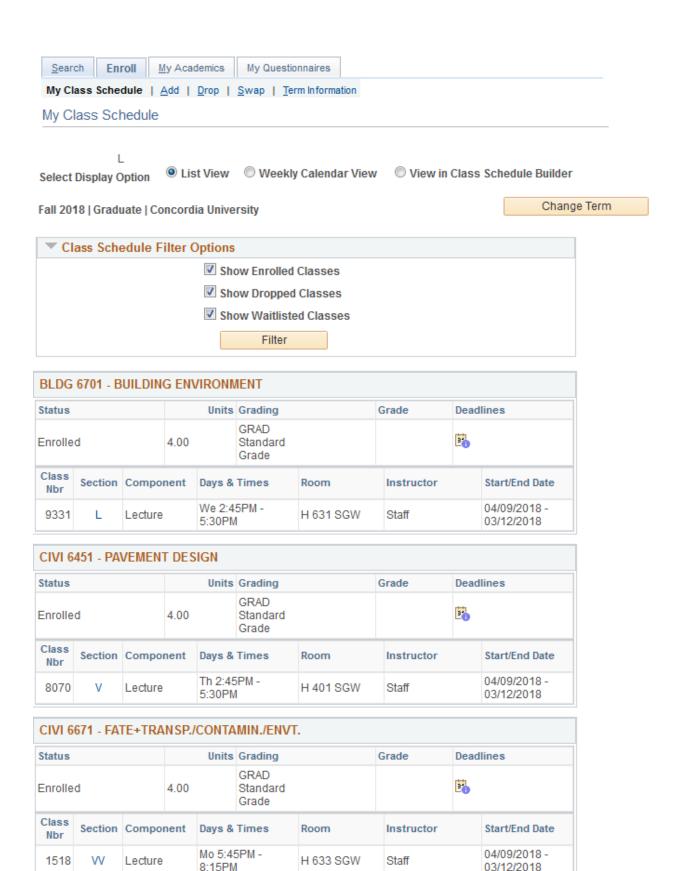
If you use the Enter Class Nrb feature and press enter you will eventually reach the Confirm your selection page.

Confirm your selection and click the **Finish Swapping** button.



If the swap is unsuccessful either follow the instructions in the error message or try another course by selecting SWAP from the menu bar:

View **My Class Schedule** to verify the status of your swap transaction:



Swapping multi-component classes (while keeping one or more of the other components)

- 1. Search for the class using the search function in the *With this class* grid. You will be prompted to make a selection for all required components even if you want to keep the same sections in which you are already enrolled.
- 2. Confirm your selection. All related components of a class will be displayed.
- 3. Verify the swap transaction.
- 4. View My Class Schedule to ensure that the class has been swapped in your registration.

PLEASE NOTE – If you try to swap one of your components for another one that is currently on a waitlist, then you will be placed on the waitlist for ALL components of the class and potentially lose your place in the class. If you do not want to take this risk, then do not use the swap feature to swap components if your preferred component is on a waitlist.

For example:

You are currently enrolled in COMP6461Lecture U, Tutorial U UA and Laboratory UI-X. You want to stay in Lecture U and Laboratory UI-X, but swap the tutorial for U UB (which is on a waitlist). If you attempt to do this using a swap, you will lose your existing places in Lecture U, Tutorial U UA and Laboratory UI-X and be placed on the waitlist for Lecture U, Tutorial U UB and Laboratory UI-X.

D — Wait listing classes

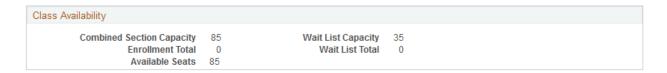
Once all seats in a course have been filled it may still be possible for you to add your name to a wait list. Academic departments have the choice of offering wait list seats or not. To determine which courses will allow you to add your name to a wait list:

- 1. Search for Classes
- 2. Select the term
- 3. Select the subject
- 4. Select the course number
- 5. Search

Once the results of the search are displayed, click on the **Section** hyperlink:



You are now on the Class Detail page which indicates whether or not a Wait List is available for the course selected and it is also indicated what the wait list capacity is for the course and the Wait List total.



This tells you that 35 students can add their name to a wait list after the class capacity of 85 has been reached.

There are two scenarios under which you may add your name to a wait list.

- 1. You have not yet enrolled in your maximum course load so that if a seat becomes available you would be eligible to add it to your other courses for that term.
- You have enrolled in your maximum course load but you set-up your name on a wait list using the swap feature so that if a seat does become available, you would swap one course for another.

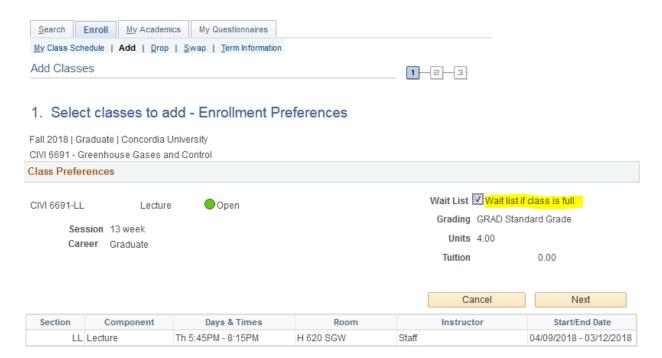
29/05/2018

Scenario 1

Example: you start the registration process by trying to register for a course but the course is full and you get the following error message:

Error: Class [#] is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.

You use the class search described above to see the detail of the course and determine that a wait list is available and that there is still room for you to add your name. Knowing this, you select the course again and tick the box labelled **Wait list if class is full** and select next.



You will see the resulting message:

Class [#] is full. You have been placed on the wait list in position number 1.

If a seat opens up in this course and you satisfy all the necessary requirements you will be registered automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Scenario 2

If you are permitted to enroll in 9 or 12 credits in the fall term and you have already reached that capacity but still want the possibility of entering COMP 6461 you would use the *Swap This Class* grid to identify which of your courses you would swap. You would then go to the *With This Class* grid and enter the course. You will then follow the normal steps to get to the point where you identify that you want to "**Wait list if class is full**".

If a seat opens up in this course and you satisfy all the necessary requirements you will be swapped from one course to the other automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Some tips about wait lists

- 1. You can wait list for a maximum of 6 units per term.
- 2. If you want to go on a waitlist for another section of a class you are already enrolled in, you **must** use the swap feature otherwise you will never be enrolled into your preferred section.
- 3. You can be wait listed for two sections of the same course, if available and, if eligible, you will be enrolled into the 1st one in which sufficient space becomes available (at that point you will be removed from the waitlist for the other section).
- 4. You can remove your name from a wait list by using the **drop** feature.

Note: Adding your name to a waitlist does NOT guarantee that you will get into the class.

IMPORTANT NOTE: If you are on a waitlist for a course, it does not mean that you are actually registered for the course. You will only be registered into the course if a seat becomes available and the system registers you into the class based on your waitlist position.