



Course Wait List

Student User Manual

Version 1.0

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1. Introduction

The Course Waitlist feature enables students to register their interest in a class section that has reached its enrollment capacity. Rather than requiring students to repeatedly check for open seats and visit the Department Head, who used to manually track students and submit their Enrollment Request, the system automatically manages a queue on a first-come, first-served basis. When a seat becomes available, the wait-listed students are automatically enrolled in the section. Alternatively, the Department Head can create a new section and move the wait-listed students there.

This enhancement supports the following outcomes:

- Reduced manual coordination between students and Department Heads.
- Transparent queue management for both students and college staff.
- Automated enrollment processing once a seat is created or confirmed.
- Structured options for colleges to respond to demand (expand capacity or open a new section).

1.1 Who Is This Manual For?

This manual is intended for the following user groups:

- Students

1.2 Key Concepts

Waitlist: A queue of students who have requested enrollment in a closed class section.

Waitlist Position: A numeric position assigned to each student on the waitlist (e.g., Position 1, Position 2). Lower positions have higher priority for enrollment.

Closed Section: A class section that has reached its maximum enrollment capacity. Students cannot directly enroll; they may only join the waitlist if the College has enabled it for this section.

Waitlist Available Places: The number of waitlist spots still open. For example, "Waitlist Available Places 4 of 10" indicates all 4 waitlist slots are available.

Space Created: A system trigger indicating that a seat has opened in a section (e.g., due to a student dropping the course), which initiates the Waitlist Process.

Waitlist Process: An automated system job that processes the waitlist queue when a seat becomes available, attempting to enroll the next eligible student.

Time Conflict: A scheduling overlap between a waitlisted section and another section the student is currently enrolled in or waitlisted for. The system detects and flags these conflicts.

Enroll from Waitlist: An administrative page (used by the Department Heads) to enroll waitlisted students from one section into another section (newly created section).



2. Process Summary

The following is a high-level summary of the end-to-end waitlist flow:

1. Department Head sets up Wait List Capacity for a Class Section.
Class Sections don't have a Wait List enabled by default, and it's up to the Department Head to choose if the Wait List should be enabled for a particular Class Section
2. The student attempts to enroll in a class section that is at full capacity.
3. If the College has enabled waitlisting for that section, the student is placed on the Wait List and assigned a position number.
4. The system notifies the student that they are waitlisted and not enrolled. Since they're not enrolled, no tuition fee will be applied to the waitlisted course.
5. When a seat opens in the selected section, the system runs the Waitlist Process to enroll the next eligible student, subject to scheduling conflict checks
6. The student receives an email notification of successful enrollment
7. In parallel, the Department Heads review waitlisted students via the dashboard
8. If the Department Head decide to Create a New Section to accommodate the waitlisted students, they can move/enrol these waitlisted students into a new section
9. The student receives a notification of successful enrollment in the new section

Note: Students may remain on the waitlist if:

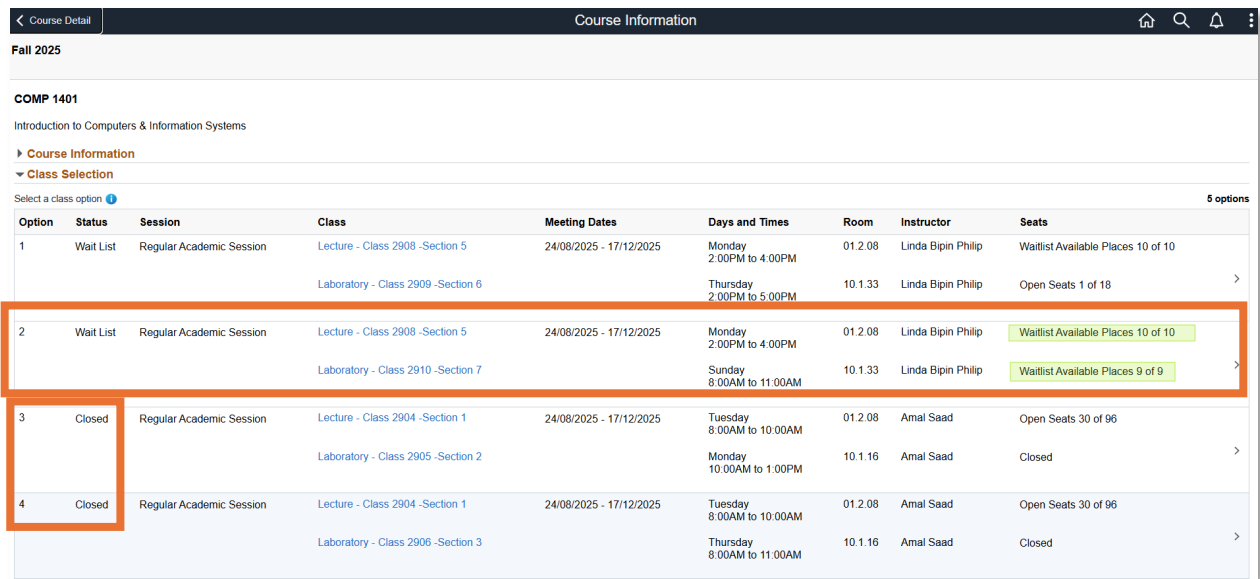
- No space is available
- Space was available, but there exists a scheduling overlap between a waitlisted section and another section the student is currently enrolled in.

3. Student Self-Service

3.1 Viewing Wait List Availability

During Registration, when a class fills to its capacity, the Class Section status becomes Closed.

With the Wait List set up, students will be able to put themselves on the Wait List, given the available waitlist space.



Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Class 2908 -Section 5	24/08/2025 - 17/12/2025	Monday 2:00PM to 4:00PM	01.2.08	Linda Bipin Philip	Waitlist Available Places 10 of 10
			Laboratory - Class 2909 -Section 6		Thursday 2:00PM to 5:00PM	10.1.33	Linda Bipin Philip	Open Seats 1 of 18
2	Wait List	Regular Academic Session	Lecture - Class 2908 -Section 5	24/08/2025 - 17/12/2025	Monday 2:00PM to 4:00PM	01.2.08	Linda Bipin Philip	Waitlist Available Places 10 of 10
			Laboratory - Class 2910 -Section 7		Sunday 8:00AM to 11:00AM	10.1.33	Linda Bipin Philip	Waitlist Available Places 9 of 9
3	Closed	Regular Academic Session	Lecture - Class 2904 -Section 1	24/08/2025 - 17/12/2025	Tuesday 8:00AM to 10:00AM	01.2.08	Amal Saad	Open Seats 30 of 96
			Laboratory - Class 2905 -Section 2		Monday 10:00AM to 1:00PM	10.1.16	Amal Saad	Closed
4	Closed	Regular Academic Session	Lecture - Class 2904 -Section 1	24/08/2025 - 17/12/2025	Tuesday 8:00AM to 10:00AM	01.2.08	Amal Saad	Open Seats 30 of 96
			Laboratory - Class 2906 -Section 3		Thursday 8:00AM to 11:00AM	10.1.16	Amal Saad	Closed

Waitlist Available Places 10 of 10 means that the Wait List capacity setup for this section is 10, and all 10 places are available.

Waitlist Available Places 2 of 10 means that the Wait List capacity setup for this section is 10, and 2 spots are left.

Note: The wait list queue has a maximum capacity, set up by the Department Head:

- Waitlist Available Places 10 of 10 means that the Wait List capacity setup for this section is 10, and all 10 places are available.
- Waitlist Available Places 0 of 10 means that the Wait List capacity setup for this section is 10, and no more students can be added to the Wait List.

3.2 Joining a Wait List

If a class section is full but waitlist places are available, students may add themselves to the waitlist during the enrollment process.

1. Select the class option showing a Wait List status and available waitlist places.



- Proceed through the enrollment steps as normal.
- On the confirmation/results screen, a message will confirm that enrollment was not successful and that you have been placed on the waitlist, along with your assigned position number.

Course	Message
COMP 1401: Intro to Comp Sys & Apps	Enrollment not successful Class COMP 1401 (Section 5) is full. You have been placed on the wait list in position number 2.

- The system will display a warning if a time conflict is detected between the waitlisted class section and an existing enrollment

Course	Message
COMM 1020: English Communication II	Enrollment not successful Class COMM 1020 (Section 6) is full. You have been placed on the wait list in position number 6. WARNING – Time Conflict Detected COMM1020 (Section 6) conflicts with PHYS1021 (Section 22). Drop PHYS1021 (Section 22) or remove yourself from the COMM1020 (Section 6) waitlist. If no action is taken, you will remain waitlisted for COMM1020 (Section 6) even if a seat becomes available.

- Upon joining the waitlist, the system will:
 - Assign you a waitlist position number.
 - Your waitlist position may be viewed at any time under **View My Classes**.

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	3.00	60% and Letter Grade		B.B.A - Business	

Note: Being on the waitlist does not guarantee enrollment. Your position in the queue determines the order in which you will be considered when a seat becomes available.



3.3 Dropping from a Wait List

Students may remove themselves from a waitlist at any time, following the same procedure as Drop Classes.

X Exit
Drop Classes
Next >

Fall 2025
Credit

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Lecture - Class 1014 -Section 13	ACCT 1001 Financial Accounting	Wednesday 8:00AM to 10:00AM	12.1.01	J. Wall	3.00	Enrolled
	Laboratory - Class 1015 -Section 14		Monday 10:00AM to 12:00PM Sunday 9:00AM to 10:00AM	12.1.01 12.2.10	S. Rahman J. Wall		
<input checked="" type="checkbox"/>	Lecture - Class 2908 -Section 5	COMP 1401 Intro to Computers & Info Syst	Monday 2:00PM to 4:00PM	01.2.08	L. Bipin Philip	3.00	Waiting
	Laboratory - Class 2910 -Section 7		Sunday 8:00AM to 11:00AM	10.1.33	L. Bipin Philip		
<input type="checkbox"/>	Lecture - Class 2488 -Section 10	MATH 1070 Applied Mathematics	Tuesday 8:00AM to 9:00AM Thursday 8:00AM to 9:00AM Sunday 8:00AM to 9:00AM	05.2.36 05.2.36 05.2.36	A. Jabbar A. Jabbar A. Jabbar	3.00	Enrolled
<input type="checkbox"/>	LecTheatre - Class 2624 -Section 1	SSHA 1004 Ethical Reasoning	Tuesday 11:00AM to 12:00PM	OFFS	R. Robertson	3.00	Enrolled
	Lecture - Class 2626 -Section 3		Wednesday 12:00PM to 1:00PM Sunday 3:00PM to 4:00PM	12.1.20 10.2.06	R. Robertson R. Robertson		

Note: Dropping from a waitlist is irreversible. If you wish to rejoin the waitlist, you will be assigned a new position at the back of the queue.