


Wait List Option for Course Enrolment

Log into your [Student Center](#) using your Wester User ID and Password

How to Join a Wait List

1. Determine if the class will fit into your class schedule.
2. When adding/swapping the class, select the "Waitlist if class is full" option to join the wait list. Use swap if you need to indicate which class to drop to make room in your schedule for the wait listed class.
3. Your wait list position will be provided in the enrollment confirmation message:

Message	Status
Message: Class 1101 is full. You have been placed on the wait list in position number 1.	

4. Review "My Class Schedule" with the List View option in Student Center [Planning – My Weekly Schedule – My Class Schedule] for your wait list status, wait list position and to identify if you missed any potential time conflicts with your wait listed class components.

Reminder: Eligibility to enroll in a class may change during the course registration period. A wait list position does not guarantee that you will be enrolled when space is available in the class.

How to Enroll From a Wait List

A process will run daily during the course registration period to enroll students from the wait list. The next eligible student (ex: student in position #1) will be assessed and if all enrollment conditions are met, the student will be automatically enrolled into the class. A delay between when a space becomes available in a class and when a student will be enrolled from the wait list may occur.

A notification will be sent to your Western email account when you have been automatically enrolled into a class from a wait list. Automatic enrollment from a wait list is subject to the usual academic and financial deadlines, as well as policies associated with adding/dropping courses and progression through modules.

Check your personal class schedule regularly for wait list and enrollment changes.

If none of the wait listed students are eligible to enroll into the available spaces due to enrollment errors, such as time conflict or exceeding the maximum allowed course load, the remaining spaces will be made available to other students. The students who remain on the wait list will be re-assessed the next time the wait list process runs.

Source: https://registrar.uwo.ca/academics/register_in_courses/index.html