

UBC Graduate and Postdoctoral Studies

Registering in a course from the waitlist

About waitlists

- A waitlist may be set up when a course section is full. If you try to register in a course that is full **and** has a waitlist, you will be added to the waitlist until a seat becomes available for you to register.
- Adding yourself to a waitlist does not guarantee that you will be able to register in the course. You will only be able to register in the course if you receive an invitation to register once a seat opens.
- You can add yourself to as many waitlists as you want.

If you're on the waitlist and a seat becomes available

If you are on a waitlist and a seat becomes available for you in the course section, you will receive an invitation to register in the course section.

You will be notified in one of two ways:

- You'll receive an automated email from Workday.
- A UBC staff will email you with instructions.

Monitor your email frequently if you are on a waitlist. You will receive an email if you are offered a seat in the course. You will then have 24 hours to accept the seat before it goes to the next student on the waitlist.

You will also receive a notification in Workday containing the same message about your offer to register. You can read your notifications by clicking the bell icon in the menu bar.

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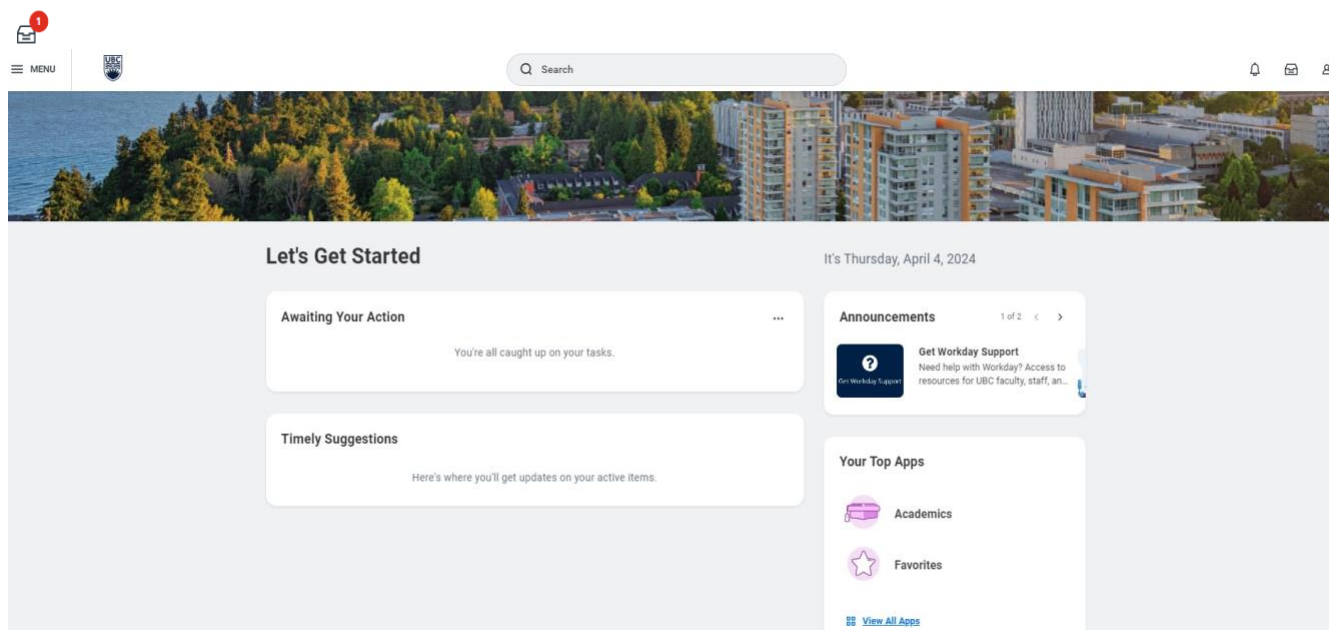
The screenshot shows a notification interface with a purple header. The notification title is "PSYC_V 101-HH222W - Introduction to Biological and Cognitive Psychology: Course Opening Available". The notification text reads: "54 second(s) ago", "Dear Student,", "A seat is available in one of your Waitlisted course sections. Please log into Workday and check your notifications. You have 24 hours to accept the seat that is available to you.", "Copy and paste myworkday.ubc.ca into your internet browser and login using your Campus Wide Login (CWL). As per UBC policy, no clickable links are provided in this email for security purposes.", "Sincerely, Enrolment Services". A "Details" link is provided at the bottom of the notification.

Responding to the seat availability

If you received an automated message from Workday, follow the steps below to accept or deny the seat availability, or remove yourself from the waitlist.

1. Log into your Workday account at myworkday.ubc.ca.
2. On any Workday page, click the "My Tasks" file tray icon in the top menu. Within the "My Tasks" page, you will see a message from the Workday system asking you to confirm your "waitlist advancement".

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From the “My Tasks” message, you can take the following actions:

- Accept your seat
- Deny your seat for now
- Remove yourself from the waitlist

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The screenshot shows the 'Confirm Waitlist Advancement' task page. The left sidebar contains navigation options: My Tasks, All Items, Saved Searches, Filters, Archive, and Bulk Approve. The main content area is titled 'Confirm Waitlist Advancement' and includes a search bar, a 'Remove From Waitlist' button, and a 'Submit' button. The page also displays a table of course sections and a 'Waitlist Offer Expires' date.

Confirm Waitlist Advancement

There's a seat available in the course! Since you're next on the waitlist, you're now eligible to enroll.

You can select 1 of these options:
 Submit: Enrolls you into the course section.
 Remove From Waitlist: Removes you from the course section waitlist completely.
 Deny: Skips your position on the waitlist. You'll be kept on the waitlist.

This offer for waitlist advancement expires at the time listed below.

Waitlist Offer Expires 2024-04-05, 11:02 a.m. PDT

1 Item

Course Section	Instructional Format	Meeting Patterns	Instructors
PSYC_V 101-HH222W - Introduction to Biological and Cognitive Psychology	Lecture		

Remove From Waitlist

Submit Deny Cancel

Accepting your seat in the course section

1. If you'd like to enroll in the course, click the orange "Submit" button on the "Confirm Waitlist Advancement" task page.
2. Scroll down and select all the required course sections from the "Select Course Sections" table by checking the boxes.

The screenshot shows the 'Add Course' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Add Course' and includes a search bar, a 'Submit' button, and a 'Cancel' button. The page also displays a table of course sections and a 'Grading Basis' dropdown menu.

Add Course

PSYC_V 101 - Introduction to Biological and Cognitive Psychology
3 Credits

Course Listing PSYC_V 101 - Introduction to Biological and Cognitive Psychology

Description Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition. Credit will be granted for only one of PSYC 100 and PSYC 101.

Eligible

Lecture

1 Item

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	PSYC_V 101-HH222W - Introduction to Biological and Cognitive Psychology	<input checked="" type="checkbox"/>	Open (Promoted)

Grading Basis * Graded

Submit Deny Cancel

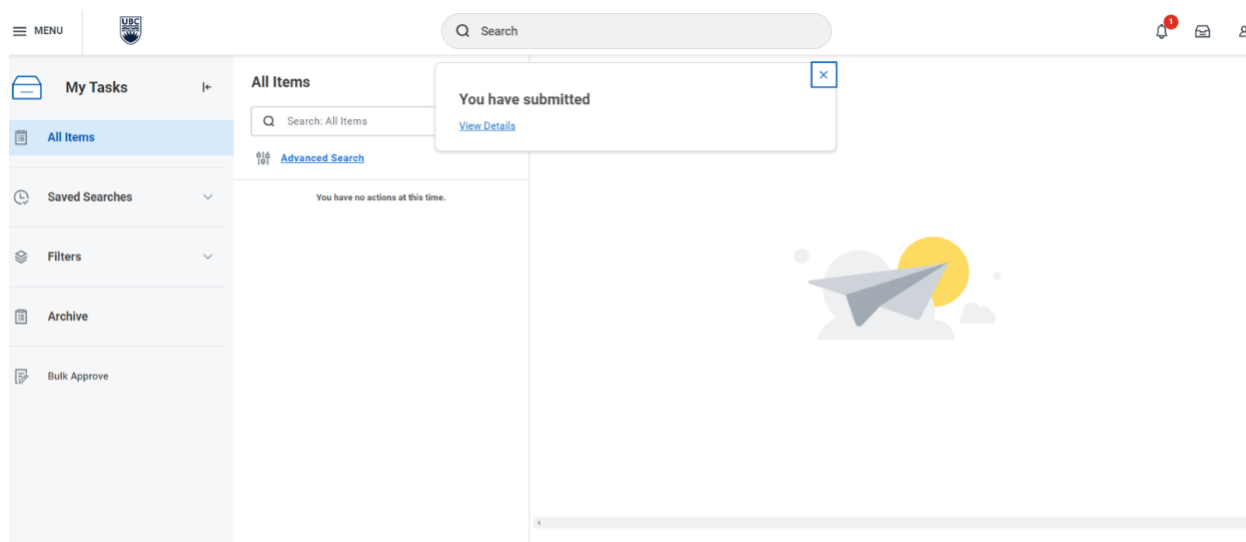
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3. If you've already registered for the maximum number of credits for the term, or you have a conflicting course section, you can drop a course now to make space for your waitlisted course. If you do not need to drop a course at this time, move on to step 5.
 - Click the "Drop Registered Courses" tab.
 - Check the box in the "Drop" column for the course you want to drop.

The screenshot displays the UBC Graduate and Postdoctoral Studies registration interface. On the left is a sidebar with 'My Tasks' including 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Bulk Approve'. The main area features a search bar and a table of course sections. Below this, there are tabs for 'Select Course Sections' and 'Drop Registered Courses'. The 'Drop Registered Courses' tab is active, showing a table with columns for 'Drop', 'Course Listing', 'Credits', and 'Grading Basis'. Three courses are listed: APBL_V 318 - Applied Plant Breeding (3 credits, Graded), ACAM_V 250 - Asian Canadians in Popular Culture (3 credits, Graded), and LFS_V 100 - Introduction to Land, Food and Community (1 credit, Graded). The first course has a checked box in the 'Drop' column. At the bottom, there are buttons for 'Submit', 'Deny', and 'Cancel'.

4. When you are ready to proceed, click the orange "Submit" button at the bottom of the task page to submit your registration. A pop-up notification with the heading, "You have submitted", will appear under the search bar.
5. Click the "View Details" link in the notification for more information. You will be taken to a new page titled "You have submitted".

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- Click the arrow next to “Details and Processes” to expand the section. Here, you can confirm that you are now successfully enrolled in the course section.

 A screenshot of the UBC Graduate and Postdoctoral Studies portal showing a detailed notification. The notification bar is purple and reads 'You have submitted' followed by 'PSYC_V 101-HH222W - Introduction to Biological and Cognitive Psychology: Course Opening Available'. Below the notification is a green checkmark icon and the text 'Process Successfully Completed'. A section titled 'Details and Process' is expanded, showing:

- For: Celine Demo (REG1111) - Faculty of Arts/Undergraduate (B.A.) - 2022-08-22 - Active
- Overall Process: PSYC_V 101-HH222W - Introduction to Biological and Cognitive Psychology: Course Opening Available
- Overall Status: Successfully Completed

 A 'Process' section follows, with a 'Process History' table containing one item:

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Registration Waitlist Availability Event	Registration Waitlist Availability Event	Step Completed	2024-04-04 11:02:37 a.m.		Celine Demo (REG1111)	1	

 At the bottom of the notification area is a 'Done' button.

Skipping the seat availability for now

If you don't want to accept the seat at this time, but also want to remain on the waitlist, follow the steps below to “deny” your seat.

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1. At the bottom of the “Confirm Waitlist Advancement” task page, click the white “Deny” button.

The screenshot shows the 'Confirm Waitlist Advancement' task page. The left sidebar contains 'My Tasks' with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Bulk Approve'. The main area shows course details for 'PSYC_V 101 - Introduction to Biological and Cognitive Psychology'. At the bottom, there are three buttons: 'Submit' (orange), 'Deny' (white), and 'Cancel' (white).

2. A pop-up window will appear. Review the message and add your reason for denying the offer in the “Reason” field, then click the white “Submit” button.

The screenshot shows a 'Deny' pop-up window. The window contains the text: 'Deny', 'Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.', and a 'Reason' field with the text 'I am unsure if I want this seat'. At the bottom of the window, there are 'Submit' and 'Cancel' buttons.

3. A pop-up notification with the heading, “You have submitted”, will appear under the search bar. Click the “View Details” link in the notification for more information. You will be taken to a page titled “You have submitted”.

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The screenshot shows the UBC Graduate and Postdoctoral Studies portal. A modal dialog box titled "You have submitted" is open, displaying the following text:

You are now eligible to enroll.
 Deny: Skips your position on the waitlist. You'll be kept on the waitlist.
 This offer for waitlist advancement expires at the time listed below.
 Waitlist Offer Expires 2024-04-05, 11:31 a.m. PDT

Below the dialog, a table lists course sections:

Course Section	Instructional Format	Meeting Patterns	Instructors
EDUC_V 240-HH444W - Issues in Indigenous Education	Lecture		

Buttons for "Remove From Waitlist", "Submit", "Deny", and "Cancel" are visible.

- Click the arrow next to "Details and Processes" to expand the section. Here, you'll find a confirmation that you've denied a seat for the course. Your spot will now be given to the next student on the waitlist. You will still remain on the waitlist and be notified again in 24 hours if another seat is available for you.

The screenshot shows the "You have submitted" confirmation page. A purple banner at the top reads: "You have submitted EDUC_V 240-HH444W - Issues in Indigenous Education: Course Opening Available".

Below the banner, a section titled "Details and Process" is expanded, showing the following information:

Process Denied

Others Awaiting My Action
 EDUC_V 240-HH444W - Issues in Indigenous Education: Course Opening Available

For Celine Demo (REG1111) - Faculty of Arts/Undergraduate (B.A.) - 2022-08-22 - Active

Overall Process EDUC_V 240-HH444W - Issues in Indigenous Education: Course Opening Available

Overall Status Denied

Process

Process History 1 item

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Registration Waitlist Availability Event	Registration Waitlist Availability Event	Step Completed	2024-04-04 11:29:20 a.m.		Celine Demo (REG1111)	1	

A "Done" button is located at the bottom of the page.

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Removing yourself from the waitlist

If you no longer want to enrol in the course, follow the steps below to remove yourself from the waitlist.

1. On the “Confirm Waitlist Advancement” task page, click the white “Remove From Waitlist” button below the course section table.

The screenshot shows the 'Confirm Waitlist Advancement' task page. The main content area displays a search result for 'EDUC_V 240-HH444W - Issues in Indigenous Education: Course Opening Available' with a date of 2024-04-04. Below the search result is a table with columns for Course Section, Instructional Format, Meeting Patterns, and Instructors. The table contains one row: 'EDUC_V 240-HH444W - Issues in Indigenous Education' with 'Lecture' as the instructional format. Below the table is a 'Remove From Waitlist' button. At the bottom of the page are three buttons: 'Submit' (orange), 'Deny', and 'Cancel'.

2. You will be taken to a page titled “Drop Student Course Registration”. Review the information on the page to confirm that you want to remove yourself from this waitlist.
3. If you wish to proceed, check the “Confirm” box.
4. Click the orange “OK” button at the bottom of the page. You will then see a confirmation message if your change was successful.

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Drop Student Course Registration

Please review the information below and confirm to drop.

Student Celine Demo (REG1111)

Drop Date 2024-04-04 11:40:37 a.m.

Registration to Drop 1 item

Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
EDUC_V 240 - Issues in Indigenous Education	Graded	3	EDUC_V 240-HH444W - Issues in Indigenous Education	Lecture				2024-09-03	2024-12-06

Confirm

OK

Cancel

MENU



Q Search



Drop Student Course Registration

The task was completed successfully.

Done

Additional resources

- [Adding a course waitlist to your saved schedule](#)
- [Adding yourself to the waitlist for an individual course section\]](#)
- [Checking waitlist status and capacity](#)