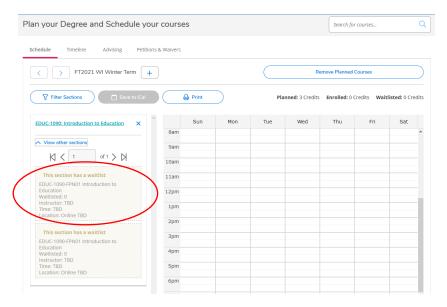
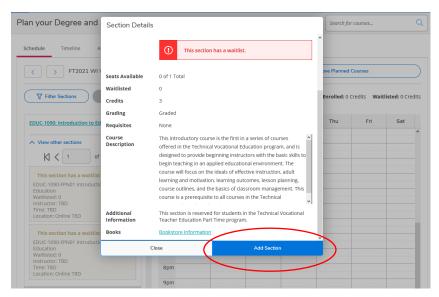
WAITLISTING FOR COURSE SECTIONS USING STUDENT PLANNING (TECVP-DP and TEALP-PC Only)

Waitlists are available for course sections in the Technical Vocational Teacher Education Part Time program and the Teaching for Learning in Applied Education program. When a section has no remaining seats, you will have the option to add yourself to a waitlist, or register for another section.

On the Plan and Schedule page, click **view other sections** on the course you would like to register for. If you are unsure of how to add courses to Plan and Schedule, please view the registration tutorial located here. Any waitlisted sections will be labeled **"This section has a waitlist"**. To add yourself to the waitlist, click on the section to start.

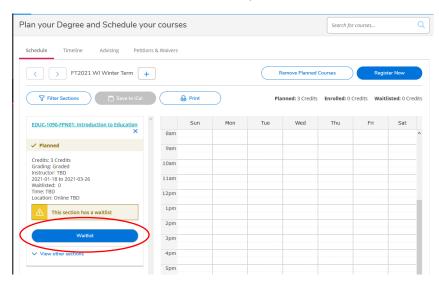


A section details pop up will show on your screen. This will have further information on the section, including what program it belongs to. Click on **Add section** to plan the section.

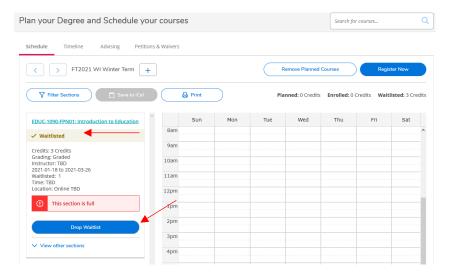


The section will now be planned on your schedule and will turn gold, but you are not waitlisted yet. Click on the blue **Waitlist** button on the left to confirm your addition to the waitlist.

Note: Online sections are timetabled differently and may not show as a scheduled time on the right hand schedule. These course sections will be viewable if you scroll to the bottom of the schedule.



Your course will now show as "Waitlisted" on the left hand menu on Plan and Schedule. You will receive an automatic email notifying you of changes to your registration. If you change your mind and would like to remove yourself from the waitlist, simply click on the **Drop Waitlist** button attached to the course on the left hand menu.



Please monitor your email as your Student Records Officer will contact you by email should a seat become available to you. You will have **2 business days** to confirm you would like to register for the course. Registration in your waitlisted course will be processed by your Student Records Officer, and you will not need to access Student Planning to change your registration.