

WAITLISTING FOR COURSE SECTIONS USING STUDENT PLANNING (TECVP-DP and CERAP-CT Only)

Waitlists are available for course sections in the Technical Vocational Teacher Education Part Time program and the Certificate for Adult 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.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there is a search bar and navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, the current term is 'FT2021 WI Winter Term'. A 'Remove Planned Courses' button is visible. The interface shows a grid of course sections. A section for 'EDUC-1090: Introduction to Education' is highlighted, and a pop-up window shows details for this section. The pop-up window includes a red warning icon and the text 'This section has a waitlist'. Below this, it lists 'EDUC-1090-FPN01 Introduction to Education', 'Waitlisted: 0', 'Instructor: TBD', 'Time: TBD', and 'Location: Online TBD'. The background shows a grid with columns for days of the week (Sun-Sat) and rows for times (8am-6pm).

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 screenshot shows the 'Section Details' pop-up window. At the top, there is a red warning icon and the text 'This section has a waitlist.'. Below this, the following information is displayed: 'Seats Available: 0 of 1 Total', 'Waitlisted: 0', 'Credits: 3', 'Grading: Graded', 'Requisites: None', 'Course Description: This introductory course is the first in a series of courses offered in the Technical Vocational Education program, and is designed to provide beginning instructors with the basic skills to begin teaching in an applied educational environment. The course will focus on the ideals of effective instruction, adult learning and motivation, learning outcomes, lesson planning, course outlines, and the basics of classroom management. This course is a prerequisite to all courses in the Technical...', 'Additional Information: This section is reserved for students in the Technical Vocational Teacher Education Part Time program.', and 'Books: Bookstore Information'. At the bottom of the pop-up, there is a 'Close' button and a blue 'Add Section' button, which is circled in red. The background shows the same grid as the previous screenshot.

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.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. The course 'EDUC-1090-FPN01: Introduction to Education' is listed in the left-hand menu with a 'Planned' status. A yellow warning box indicates 'This section has a waitlist'. A blue 'Waitlist' button is highlighted with a red circle. The right-hand side shows a grid for the 'FT2021 WI Winter Term' with columns for days of the week and rows for times from 8am to 5pm. The status bar at the top indicates 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

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.

The screenshot shows the same interface as above, but the course 'EDUC-1090-FPN01: Introduction to Education' is now in a 'Waitlisted' status. A red arrow points to the 'Waitlisted' label. A red warning box indicates 'This section is full'. A blue 'Drop Waitlist' button is highlighted with a red arrow. The status bar at the top now indicates 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 3 Credits'.

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.