Updated July 21, 2014

Adapted with permission from Information about Waitlisting Courses (Registrar's Office, OISE)

1. How does the waitlist work? There's no space left in the course that I'm trying to take.

If you try to enrol in a course that is full, ROSI will give you the option of adding your name to a waitlist. If you join the waitlist, you'll receive a message indicating the lecture meeting sections for which you have successfully waitlisted.

2. When can I waitlist for courses?

The waitlist feature for our Fall courses, both half courses (F) and full year courses (Y), is available from the day course enrolment begins until 11:59 pm, **September 21st, 2014.** For Winter courses the waitlist feature is active until 11:59 pm**, January 18th, 2015.**

During this time, students may place themselves on a course waitlist and if a space becomes available, the first student on the waitlist will automatically be placed in the course. After September 21st for Fall and full-year courses, and January 18th, for Winter courses, all waitlists are automatically cancelled and names removed; no record is kept of the names on the waitlists.

Students are still able to add courses offered in the **Fall session manually until 11:59 pm**, **September 22nd, 2014** and **Winter courses until Monday, January 19th, 2015**, however the system is automatically programmed to remove all waitlists ahead of this final date.

3. Will I be notified if I am enrolled from the waitlist?

Yes. ROSI will notify you through your **UTOR email** of your enrolment. Be sure to set up a UTOR email account, enter it on ROSI and to check there regularly.

4. For how many courses can I waitlist?

Please note that waitlisted courses **count** in your maximum courseload. The Maximum Academic Year Waitlist Load is 1.0 FCE [i.e., two (2) half courses] for **both** full-time and part-time students. This translates to 0.5 FCE [i.e., one (1) half course] per session.

5. Can I waitlist for more than one meeting section?

You may waitlist for any number of meeting sections of a course. Regardless of the number of sections for which you waitlist in a particular course, it will still only count as 0.5 FCE for an H course (or 1.0 FCE for a Y course). For example, INF1230H has 2 sections (0101 and 0102) with waitlists. You may waitlist for any or both sections. It will only count as 0.5 FCE towards your waitlist load.

If you are on the waitlist of multiple sections of a course and are subsequently enrolled in any one of these waitlisted sections, you will automatically be removed from all other waitlisted sections of the same course. Make sure that you <u>only waitlist for sections that fit your schedule</u>.

6. Can I enrol in a course and waitlist for another meeting section of the same course?

No. You cannot enrol in one section of a course and waitlist for another section of the same course. You can either enrol or waitlist for a course, but not both. If you are enrolled in one section of a course and you waitlist for another section of the same course, you will **LOSE** your enrolment in your original enrolled section. Carefully consider this before waitlisting for a section of a course in which you are already enrolled.

7. Can I add other waitlist sections, change to other waitlist sections, or drop my waitlist sections?

Yes. However, once you are removed from a waitlist, you lose your position on that particular waitlist and that position cannot be reinstated. If you wish to waitlist for another section, or go back on the waitlist for a section that you previously removed, you will be at the bottom of the waitlist.

8. Can I find out where I am on the wait list?

Yes. To determine your position on the waitlist. When you list your courses on ROSI your courses will appear in sections: **APP**ROVED (successfully enrolled), **REQ**UEST (external courses awaiting approval), **INT**ERIM (not used by the iSchool), or **WAIT** (waitlisted). For courses in the WAIT section, your position on the waitlist will be indicated. For example, "Currently Waitlisted." Your rank is 4 out of 30 total space(s) in the meeting section."

This provides you two pieces of information - your position on the waitlist and the total number of spaces in the meeting section of the course. In this case above, you are the fourth person on the waitlist for a section that has a capacity for 30 students.

To be enrolled from the waitlist, 4 students have to drop the course (from the 30 currently enrolled).

For your ranking to improve, either students above you on the waitlist have to remove themselves from the waitlist, or students cancel their enrolment in the course.

9. How can I verify if I have been successfully enrolled?

Login to ROSI periodically and list your courses. Check your rank on the waitlist. ROSI slots students from waitlists into courses in batches, not in real-time. Therefore there is no need to check many times per day.

It is advisable to login to ROSI on the final date (September 21st, 2014, for Fall courses and January 18th, 2015, for Winter courses) for the wait list and list your courses. If the course you were waitlisting is in the **APP**ROVED section of courses, then you have been enrolled. If your waitlisted courses still appear in

the **WAIT** section, check back later in the day, or first thing on the last official date to add a course (September 22nd, 2014 and January 19th, 2015).

Please remember that at 11:59 pm on September 21st and January 18th all waitlists are cancelled and names removed; **no record** is kept of the names on the waitlists.

You will then have some time to choose another course where space is available, and to add this course on ROSI. The last day to enrol in a Fall course without instructor's approval, unless otherwise noted, is **September 22nd 2014**, for Fall courses, and **January 19th 2015, for Winter courses**. After this date, **you must use a Course Add/Drop Form (**available in the Registration & Enrolment section at the SGS forms website) and drop it off in Student Services.