

## Add/Drop in a Waitlist

### Viewing Waitlist at the section level in INB

Screenshot of the SSASECT 8.5.3.1 (BANNEXT) interface showing enrollment details for a section. The 'Section Enrollment Information' tab is active, and the 'Enrollment Details' sub-tab is selected. A red box highlights the 'Waitlist Maximum', 'Waitlist Actual', and 'Waitlist Remaining' fields.

Field	Value
Term	201610
CRN	20547
Subject	ANTH
Course	1210
Title	ORIG&ANT OF MAN
Maximum	201
Actual	201
Remaining	0
Waitlist Maximum	999
Waitlist Actual	2
Waitlist Remaining	997
Projected	168
Prior	106
Generated Credit Hours	603.000

Go to Section Enrollment Information tab in SSASECT and make the appropriate changes to Waitlist as outlined below:

*Waitlist Maximum (999)*: This field indicates the number of Waitlist seats for the section.

*Waitlist Actual*: This field gives us the number of students who are on the Waitlist

*Waitlist Remaining* = Waitlist Maximum – Waitlist Actual

# Adding to Waitlist in Self-Service

## Attempt to add CRN 20547 to a student record

RETURN TO MENU HELP EXIT  
Waitlist Test - 007815131  
Winter 2016  
May 09, 2016 09:35 am

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. After submitting your changes, your course changes will appear in your Current Schedule. If your changes were not accepted, an error message will appear at the bottom of the page.

To drop or VW from a course that spans two terms you must drop or VW in the term of the first half of the course. No Action will be available for the second half of the spanned course.

When registering in Full-Year courses (Sept to April), do not add on the same worksheet as Fall or Winter only classes.

Students are liable for tuition and general fees for all courses in which they are registered. Note: The University of Manitoba will not cancel/de-register students from current term courses for non-payment.

Use of unauthorized software to automate registration processes is strictly prohibited.

Attention newly registered students: For students who make registration changes after September 4th, there may be a delay between when you register and when your course information appears in Desire 2 Learn (D2L). For more information, click [HERE](#).

#### Add Classes Worksheet

CRNs

20547									
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## Click on Submit Changes

https://aurora-met.ad.umanitoba.ca/banned/bswcks.com Oracle Fusion Middleware For Add or Drop Classes

UNIVERSITY OF MANITOBA | Aurora

Personal Information **Enrolment & Academic Records** Student Awards and Financial Aid

RETURN TO MENU HELP EXIT  
Waitlist Test - 007815131  
Winter 2016  
May 09, 2016 09:36 am

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. After submitting your changes, your course changes will appear in your Current Schedule. If your changes were not accepted, an error message will appear at the bottom of the page.

To drop or VW from a course that spans two terms you must drop or VW in the term of the first half of the course. No Action will be available for the second half of the spanned course.

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Use of unauthorized software to automate registration processes is strictly prohibited.

Attention newly registered students: For students who make registration changes after September 4th, there may be a delay between when you register and when your course information appears in Desire 2 Learn (D2L). For more information, click [HERE](#).

**Registration Add Errors**

**Status**  
Closed - this section is full, 0 students waitlisted. If you want to join the waitlist, select "Waitlist" under Action.

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
None Waitlist	20547	ANTH	1210	A01	Undergraduate	3.000	Standard	Letter	Grade Human Origins and Antiquity

#### Add Classes Worksheet

CRNs

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[ View Holds | Registration Fee Assessment ]

RELEASE: 8.5.3

*Result (after selecting "Waitlist")*

**Current Schedule**

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
Waitlist on May 09, 2016	None	20547	ANTH 1210	A01 Undergraduate	0.000	Standard Letter Grade	Human Origins and Antiquity

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 15.000  
 Date: May 09, 2016 09:37 am

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes   Look Up Classes   Reset

**Dropping from Waitlist in Self-Service**

**Waitlist Test**

**Current Schedule**

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
Registered on Mar 15, 2016	None	10127	HIST 1350	A01 Undergraduate	3.000	Standard Letter Grade	An Introduction to the History of Western Civilization to 1500 (G)
Waitlist on Mar 18, 2016	None Drop Web Voluntary Withdraw Web	11297	ANTH 1220	A01 Undergraduate	0.000	Standard Letter Grade	Cultural Anthropology

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 15.000  
 Date: Mar 18, 2016 11:30 am

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes   Look Up Classes   Reset

*Go to student record (Add or Drop Classes) → Select Drop Web in Action drop down menu → Submit Changes*

**Waitlist Test**

**Current Schedule**

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
Registered on Mar 15, 2016	None	10127	HIST 1350	A01 Undergraduate	3.000	Standard Letter Grade	An Introduction to the History of Western Civilization to 1500 (G)

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 15.000  
 Date: Mar 18, 2016 11:32 am

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes   Look Up Classes   Reset

## Adding to Waitlist in INB

Student Course Registration SFAREGS 8.5.4 (BANNEXT)

Term: 201590 ID: 007815131 Test, Waitlist Date: 18-MAR-2016 Holds:

View Current/Active Curricula  Print Bill  Print Schedule

Registration Student Term Curricula Study Path Time Status

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**Enrollment Information**

Status:  EL  Eligible to Register Process Block:  Minimum:  Mhrs  Confirmed  
Reason:  Status Date: 10-MAR-2016  Delete All CRNs Maximum:  Mhrs  None  Accepted

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**Course Information**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Part of Term	Method of Instruction	Campus
10127	HIST	1350	A01	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	1		M
11297	ANTH	1220	A01	S	.000	.000	.000	.000	WL	UG	<input type="checkbox"/>	1		M
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			

Error Flag: In Progress Status Type: In Progress

Fees:  Date: 18-MAR-2016 Credit Hours:  Bill Hours:  CEU Hours:

Enter the CRN → Change Status to WL and Click on Save

## Dropping from Waitlist in INB

Student Course Registration SFAREGS 8.5.4 (BANNEXT)

Term: 201590 ID: 007815131 Test, Waitlist Date: 18-MAR-2016 Holds:

View Current/Active Curricula  Print Bill  Print Schedule

Registration Student Term Curricula Study Path Time Status

---

**Enrollment Information**

Status:  EL  Eligible to Register Process Block:  Minimum:  Mhrs  Confirmed  
Reason:  Status Date: 10-MAR-2016  Delete All CRNs Maximum:  Mhrs  None  Accepted

---

**Course Information**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Part of Term	Method of Instruction	Campus
10127	HIST	1350	A01	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	1		M
11297	ANTH	1220	A01	S	.000	.000	.000	.000	DD	UG	<input type="checkbox"/>	1		M
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			

Error Flag: In Progress Status Type: In Progress

Fees:  Date: 18-MAR-2016 Credit Hours:  Bill Hours:  CEU Hours:

Change the Status from WL to DD → Click on Save → Delete the record

Student Course Registration SFAREGS 8.5.4 (BANNEXT)

Term: 201590 ID: 007815131 Test, Waitlist Date: 18-MAR-2016 Holds:

View Current/Active Curricula  Print Bill  Print Schedule

Registration Student Term Curricula Study Path Time Status

---

**Enrollment Information**

Status:  Eligible to Register Process Block:  Minimum:  Mhrs Source:  Confirmed  None  Accepted  
Reason:  Status Date: 10-MAR-2016  Delete All CRNs Maximum:  Mhrs

---

**Course Information**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Part of Term	Method of Instruction	Campus
10127	HIST	1350	A01	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	1		M
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			
											<input type="checkbox"/>			

Error Flag:  Status Type:

Fees:  Date: 18-MAR-2016 Credit Hours:  Bill Hours:  CEU Hours:

## Waitlist Priority Management

Students are ranked (Priority) in the order in which they joined the waitlist. When a space becomes available in the section, student ranked 1.0 receives an email notification indicating that a space has become available to them. At this point, the name is dropped from SFAWLPR and promoted to SFIWLNT.

SFAWLPR (below) gives us the list of students on a Waitlist for a section with no Reserves:

Waitlist Priority Management SFAWLPR 8.5 (BANNEXT)									
Term: 201590		CRN: 11297		Subject: ANTH		Course: 1220			
ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date	
007815131	Test, Waitlist	258	WL	18-MAR-2016 02:04 PM	1.000000	System	007815131-WW	18-MAR-2016	

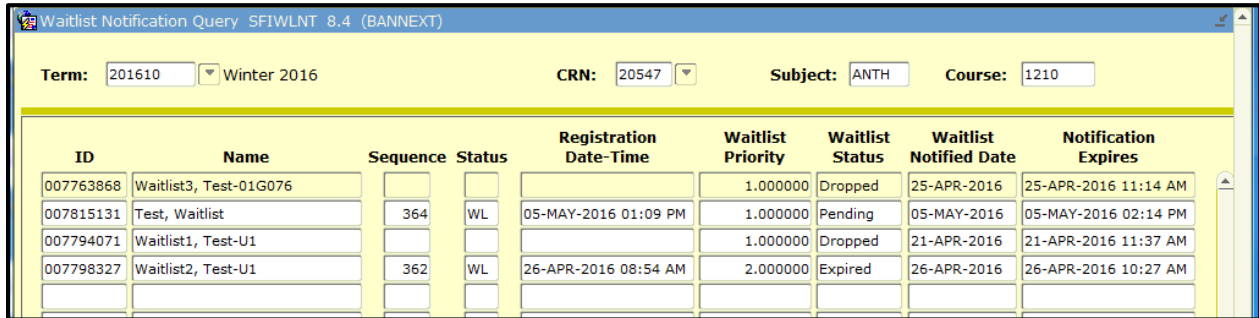
SFARWLP (below) gives us the list of students on Waitlists for a section with Reserves:

Reserved Seats Waitlist Priority Management SFARWLP 8.5 (BANNEXT)												
Term: 201610		CRN: 20547		Subject: ANTH		Course: 1210						
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Dept	Curricula	Class	Student Attribute	Cohort	
						076						
Admit Term		Matric Term		Grad Term		Reserved: Maximum Actual Remaining			Waitlist: Maximum Actual Remaining			
						1 1 0			1 1 0			
<input type="checkbox"/> Overflow												
Waitlist Control												
ID	Name	Seq	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date				
007763868	Waitlist3, Test-01G076	367	WL	09-MAY-2016 01:39 PM	1.000000	System	GOENKA	09-MAY-2016				

Reserved Seats Waitlist Priority Management SFARWLP 8.5 (BANNEXT)												
Term: 201610		CRN: 20547		Subject: ANTH		Course: 1210						
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Dept	Curricula	Class	Student Attribute	Cohort	
Admit Term		Matric Term		Grad Term		Reserved: Maximum Actual Remaining			Waitlist: Maximum Actual Remaining			
						200 200 0			6 1 5			
<input type="checkbox"/> Overflow												
Waitlist Control												
ID	Name	Seq	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date				
007794071	Waitlist1, Test-U1	368	WL	09-MAY-2016 01:40 PM	2.000000	System	GOENKA	09-MAY-2016				

## Waitlist Notification

SFIWLNT (below) gives us the list of students who have received a Waitlist notification and status



ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires
007763868	Waitlist3, Test-01G076				1.000000	Dropped	25-APR-2016	25-APR-2016 11:14 AM
007815131	Test, Waitlist	364	WL	05-MAY-2016 01:09 PM	1.000000	Pending	05-MAY-2016	05-MAY-2016 02:14 PM
007794071	Waitlist1, Test-U1				1.000000	Dropped	21-APR-2016	21-APR-2016 11:37 AM
007798327	Waitlist2, Test-U1	362	WL	26-APR-2016 08:54 AM	2.000000	Expired	26-APR-2016	26-APR-2016 10:27 AM

This list gives us the name of students who have received a Waitlist notification for a section, the status of notification and the date/time of notification expiry.

# Viewing Waitlist through Faculty Support Services tab in Self-Service

Click on Class List and choose the section to display the following:

**Class Lists for FSS**

An asterisk will appear next to the appropriate field if any of the following conditions exist:

- The student has more than one major or department in his/her primary or secondary curriculum.
- The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

- To see Change of Grades view Faculty Services - Enter Final Grades

**Course Information**

**Human Origins and Antiquity - ANTH 1210 A01**  
**CRN:** 20547  
**Duration:** Jan 06, 2016 - Apr 08, 2016  
**Credits:** 3  
**Location:** FLETCHER ARGUE Rm: 200  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	200	200	0
<b>Wait List:</b>	6	1	5
<b>Cross List:</b>	0	0	0

**Summary Class List**

Record Number	Waitlist Position	Student Name	ID	Reg Status	GradeMode/ AutoGrade	Level	Degree Program	Major	Class	Phone	Email
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Click on Wait List to display the Waitlist:

**Summary Wait List**

An asterisk will appear next to the appropriate field if any of the following conditions exist:

- The student has more than one major or department in the primary or secondary curriculum.
- The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

**Human Origins and Antiquity - ANTH 1210 A01**  
**CRN:** 20547  
**Duration:** Jan 06, 2016 - Apr 08, 2016  
**Credits:** 3  
**Location:** FLETCHER ARGUE Rm: 200  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	200	200	0
<b>Wait List:</b>	6	1	5
<b>Cross List:</b>	0	0	0

**Summary Wait List**

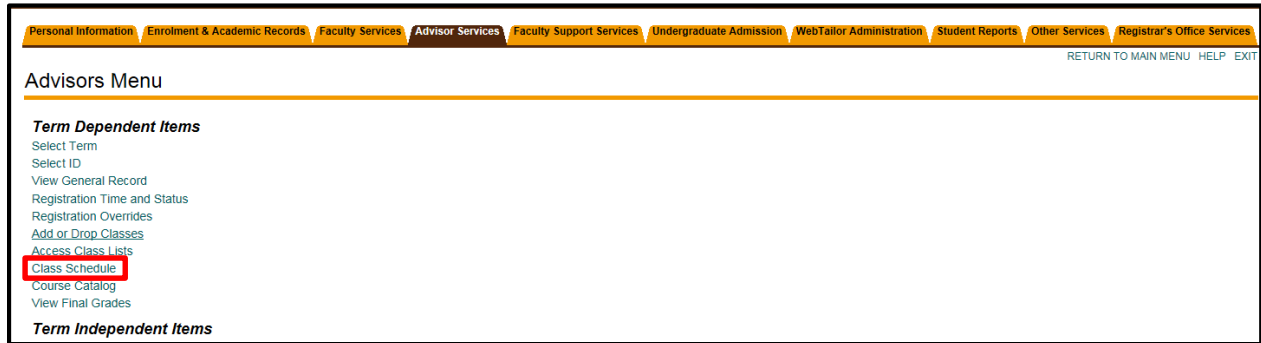
Waitlist Position	Student Name	ID	Reg Status	GradeMode/ AutoGrade	Level	Degree	Program	Major	Class	Phone	Email
1	Test, Waitlist	007815131	Waitlist		Undergraduate	May 05, 2016 02:14 pm	B.A.	Arts-BA General	Anthropology	Year 1	N/A rohit.goenka@umanitoba.ca

Email wait listed students



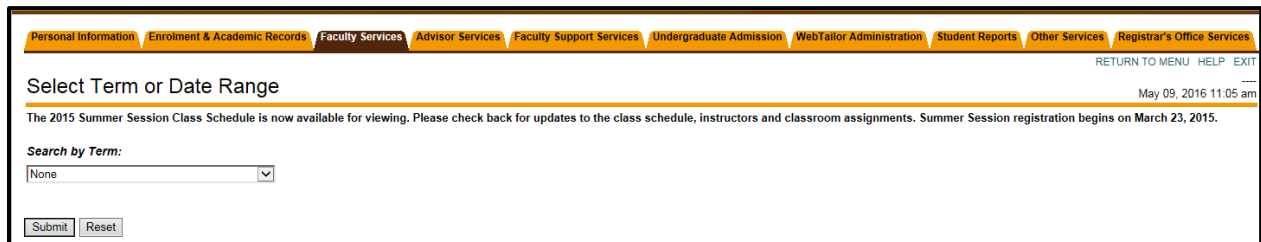
## Viewing Waitlist numbers through Advisor Services tab

Click on Class Schedule:



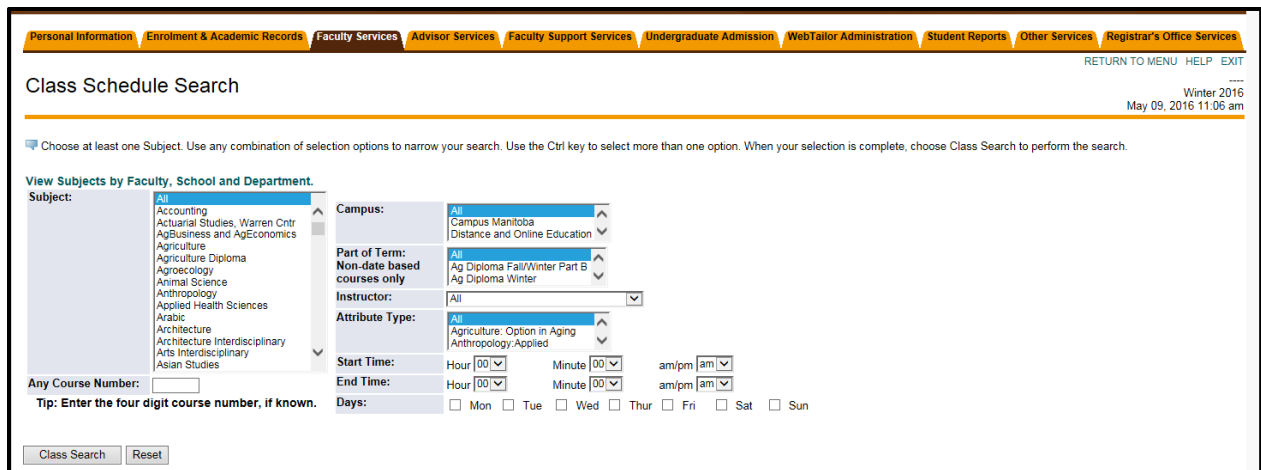
The screenshot shows the top navigation bar with tabs: Personal Information, Enrolment & Academic Records, Faculty Services, Advisor Services, Faculty Support Services, Undergraduate Admission, WebTailor Administration, Student Reports, Other Services, and Registrar's Office Services. Below the navigation bar is the "Advisors Menu" section. Under the heading "Term Dependent Items", the "Class Schedule" link is highlighted with a red box. Other links in this section include Select Term, Select ID, View General Record, Registration Time and Status, Registration Overrides, Add or Drop Classes, Access Class Lists, Course Catalog, and View Final Grades. Below this is the "Term Independent Items" section.

Select the term from drop down menu:



The screenshot shows the "Select Term or Date Range" page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is the "Select Term or Date Range" section. A message states: "The 2015 Summer Session Class Schedule is now available for viewing. Please check back for updates to the class schedule, instructors and classroom assignments. Summer Session registration begins on March 23, 2015." Below the message is a "Search by Term:" section with a dropdown menu currently set to "None". At the bottom of the section are "Submit" and "Reset" buttons.

Click on Submit:



The screenshot shows the "Class Schedule Search" page. The top navigation bar is the same as in the previous screenshots. Below the navigation bar is the "Class Schedule Search" section. A message states: "Choose at least one Subject. Use any combination of selection options to narrow your search. Use the Ctrl key to select more than one option. When your selection is complete, choose Class Search to perform the search." Below the message is the "View Subjects by Faculty, School and Department" section. The "Subject" dropdown is open, showing a list of subjects including Accounting, Actuarial Studies, AgBusiness and AgEconomics, Agriculture, Agriculture Diploma, Agroecology, Animal Science, Anthropology, Applied Health Sciences, Arabic, Architecture, Architecture Interdisciplinary, Arts Interdisciplinary, and Asian Studies. Other search criteria include Campus (All, Campus Manitoba, Distance and Online Education), Part of Term (All, Ag Diploma Fall/Winter Part B, Ag Diploma Winter), Instructor (All), Attribute Type (All, Agriculture: Option in Aging, Anthropology: Applied), Start Time (Hour [00], Minute [00], am/pm [am]), End Time (Hour [00], Minute [00], am/pm [am]), and Days (checkboxes for Mon, Tue, Wed, Thur, Fri, Sat, Sun). At the bottom of the section are "Class Search" and "Reset" buttons.

After selecting all the relevant parameters click on Class Search:

Personal Information | Enrolment & Academic Records | Faculty Services | Advisor Services | Faculty Support Services | Undergraduate Admission | WebTailor Administration | Student Reports | Other Services | Registrar's Office Services

RETURN TO MENU HELP EXIT

### Class Schedule Listing

Winter 2016  
May 09, 2016 11:07 am

CLICK THE TITLE OF THE COURSE TO VIEW DETAILED CLASS INFORMATION, INCLUDING REGISTRATION RESTRICTIONS AND SEAT AVAILABILITY.

**Sections Found**

**Human Origins and Antiquity - 20547 - ANTH 1210 - A01**

Associated Term: Winter 2016  
Registration Dates: Jun 15, 2015 to May 30, 2016  
Levels: Undergraduate  
Attributes: Anthropology: Introductory, Social Science, University 1 Course

Main (Fort Garry & Bannatyne) Campus  
Arts Course Schedule Type  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	10:30 am - 11:20 am	WWF	FLETCHER ARGUE 200 Jan 06, 2016 - Apr 08, 2016	Arts Course	Amy B. Scott (P)

**Human Origins and Antiquity - 20549 - ANTH 1210 - A03**

Associated Term: Winter 2016  
Registration Dates: Jun 15, 2015 to May 30, 2016  
Levels: Undergraduate  
Attributes: Anthropology: Introductory, Social Science, University 1 Course

Main (Fort Garry & Bannatyne) Campus  
Arts Course Schedule Type  
3.000 Credits  
[View Catalog Entry](#)

Click on the section title:

Class Schedule Listing

Winter 2016  
May 09, 2016 11:07 am

CLICK THE TITLE OF THE COURSE TO VIEW DETAILED CLASS INFORMATION, INCLUDING REGISTRATION RESTRICTIONS AND SEAT AVAILABILITY.

**Sections Found**

**Human Origins and Antiquity - 20547 - ANTH 1210 - A01**

Associated Term: Winter 2016  
Registration Dates: Jun 15, 2015 to May 30, 2016  
Levels: Undergraduate  
Attributes: Anthropology: Introductory, Social Science, University 1 Course

Main (Fort Garry & Bannatyne) Campus  
Arts Course Schedule Type  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	10:30 am - 11:20 am	WWF	FLETCHER ARGUE 200 Jan 06, 2016 - Apr 08, 2016	Arts Course	Amy B. Scott (P)

Outcome:

HELP EXIT

### Detailed Class Information

Winter 2016  
May 09, 2016

**Detailed Class Information**

**Human Origins and Antiquity - 20547 - ANTH 1210 - A01**

Associated Term: Winter 2016  
Levels: Undergraduate

Main (Fort Garry & Bannatyne) Campus  
Arts Course Schedule Type  
3.000 Credits  
[View Catalog Entry](#)

**Registration Availability**

	Capacity	Actual	Remaining
Seats	200	200	0
Waitlist Seats	6	1	5

Restrictions:  
Must be enrolled in one of the following Levels:  
Undergraduate  
Must be enrolled in one of the following Colleges:  
Faculty of Arts  
Faculty of Science

Waitlist Capacity, Waitlist Actual and Waitlist Remaining are displayed on the Detailed Class Information page.