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## 1. Join Course Waitlist - Select the Course


The screenshot shows the 'Course Enrolment' page for the year 2020, program 'Undergraduate - 3707 - Engineering (Honours)', and place 'CEICAH3707 - Chemical Engineering'. A table lists courses with columns for Course, Title, Mode of Delivery, Location, UoC, Enrolled / Registered, Registration Closes, and Enrols / Capacity. The course 'ECON1101 - Microeconomics 1' is highlighted with a callout box labeled '1' pointing to its 'Select?' dropdown menu. Another callout box labeled '2' points to the 'Confirm Enrolment Request' button at the bottom right.

Step	Detail	Image
	Your selected course is full but has a waitlist you can join.	
<b>1</b>	Click the box to select the course.	
<b>2</b>	Click 'Confirm Enrolment Request'.	

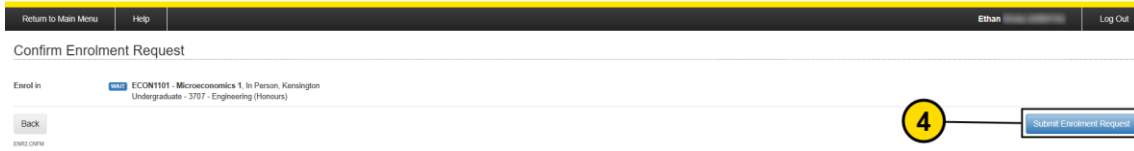
## 2. Join Course Waitlist - Check Details and Continue

The screenshot shows the 'Confirm Enrolment Request' page. It displays details for 'ECON1101 - Microeconomics 1, In Person, Kensington' and states 'One or more of your selections is full, but a waitlist is available'. A callout box labeled '1' points to the radio button option 'Join the waitlist for the course. More info...'. Another callout box labeled '3' points to the 'Continue' button at the bottom right.

Step	Detail	Image
	Details of your request, with more information available.	

<b>3</b>	Click 'Continue'	
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### 3. Join Course Waitlist - Confirm Request



Step	Detail	Image
<b>4</b>	Click 'Submit Enrolment Request to confirm and join the waitlist.	

### 4. Join Course Waitlist - Success!



Step	Detail	Image
	Success! You have joined the waitlist.	<b>Your waitlist request was successful.</b>
	When a spot opens up, you will be enrolled in the course and notified by your student email.  <b>You will still need to class register!</b>	Your enrolment will be processed automatically if a place becomes available and you will be notified via email.

## 5. Join Course Waitlist - Manage your Course Waitlists

Course Enrolment

Year: 2020 Program: Undergraduate - 3707 - Engineering (Honours) Plan: CEICAH3707 - Chemical Engineering

Term 1 2020 Term 2 2020 Term 3 2020

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrole / Capacity	Swap	Drop
CEIC8330	Process Engineering in the Petroleum Industry	In Person	Kensington	6.0	13 / 50	20/09/2020	13 / 50	Swap	Drop
CHEN6701	Advanced Reaction Engineering	In Person	Kensington	6.0	47 / 70	20/09/2020	47 / 70	Swap	Drop
ECON1101	Microeconomics 1	In Person	Kensington	6.0	238 / 238	20/09/2020	238 / 238	Swap	Drop

SUBU1234, Solar Cells Search

Back to Years Manage Waitlists

Step	Detail	Image
	You can see which courses are waitlisted by their icon	
	Click 'Manage Waitlists' to make changes to your waitlisted course and to see more information about your position.	

## 1. Join Class Waitlist - Select Classes

Course Enrolment

Year: 2020 Program: Undergraduate - 3707 - Engineering (Honours) Plan: CEICAH3707 - Chemical Engineering

Term 1 2020 Term 2 2020 Term 3 2020

Warning: You have not registered for any classes in this term.

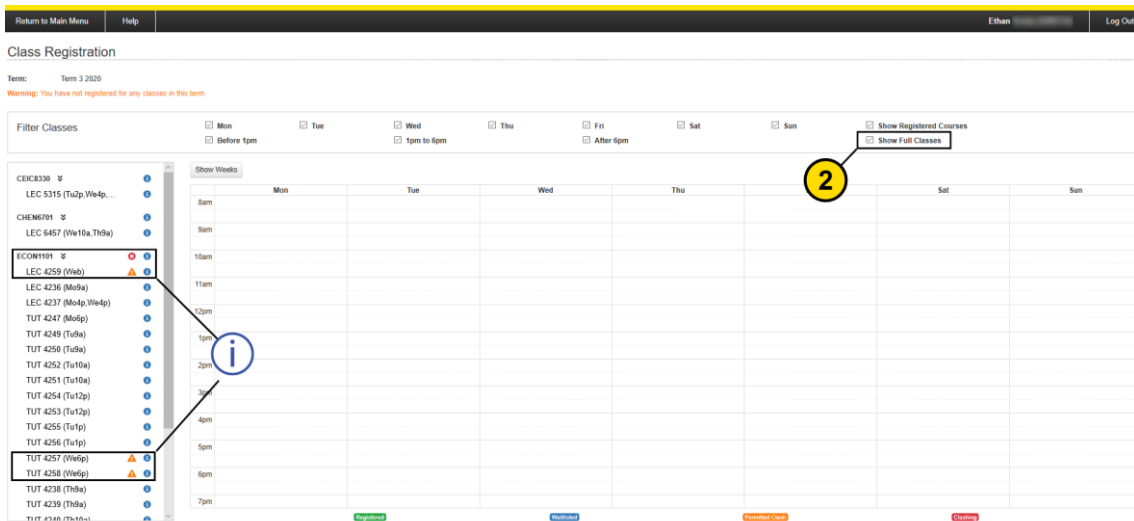
Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrole / Capacity	Swap	Drop
CEIC8330	Process Engineering in the Petroleum Industry	In Person	Kensington	6.0	13 / 50	20/09/2020	13 / 50	Swap	Drop
CHEN6701	Advanced Reaction Engineering	In Person	Kensington	6.0	47 / 70	20/09/2020	47 / 70	Swap	Drop
ECON1101	Microeconomics 1	In Person	Kensington	6.0	238 / 238	20/09/2020	238 / 238	Swap	Drop

SUBU1234, Solar Cells Search

Back to Years Select Classes Manage Waitlists

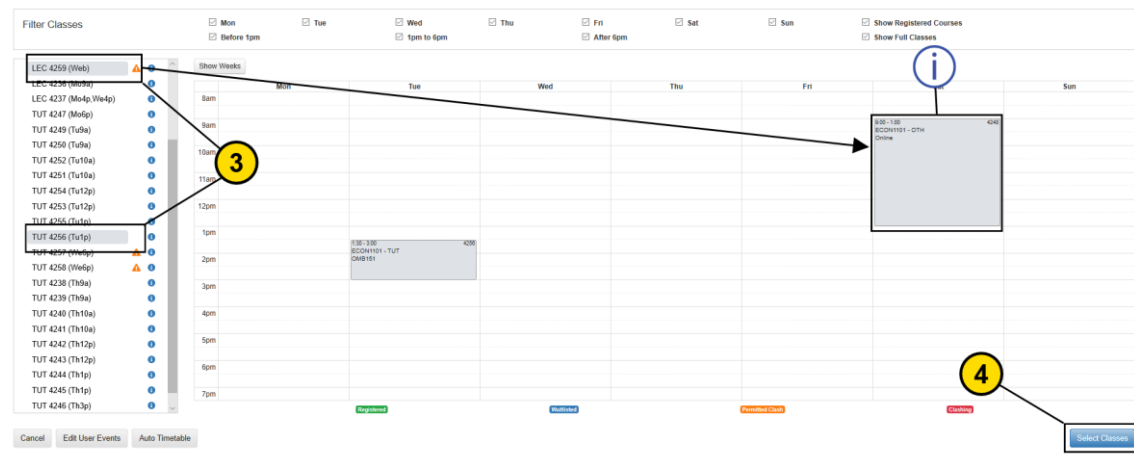
Step	Detail	Image
	You are on the waitlist for a course and want to select classes.	
	Click 'Select Classes'.	

## 2. Join Class Waitlist - Show Full Class Times







Step	Detail	Image
2	Click 'Show Full Classes'.	<input checked="" type="checkbox"/> Show Full Classes
i	Courses with the orange information sign are full, but can still be selected to join the class waitlist.	ECON1101 LEC 4259 (Web)

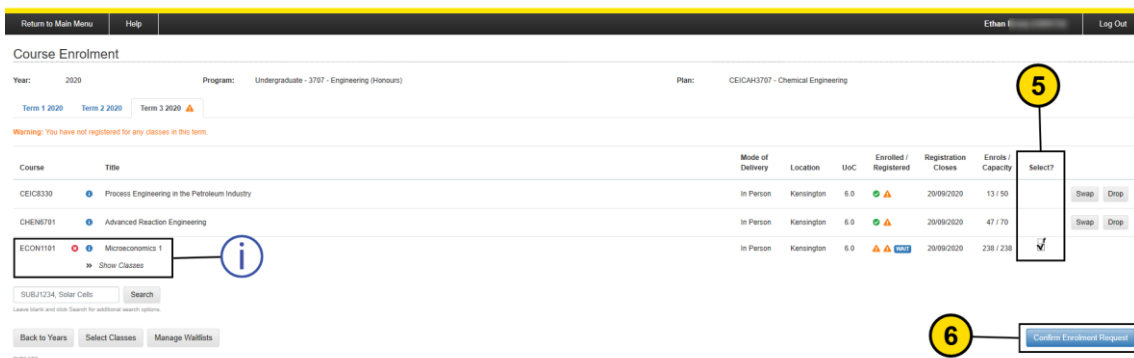
## 3. Join Class Waitlist - Choose Class Times


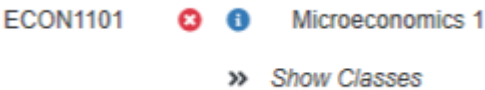






Step	Detail	Image
3	Choose your class times.	LEC 4259 (Web)

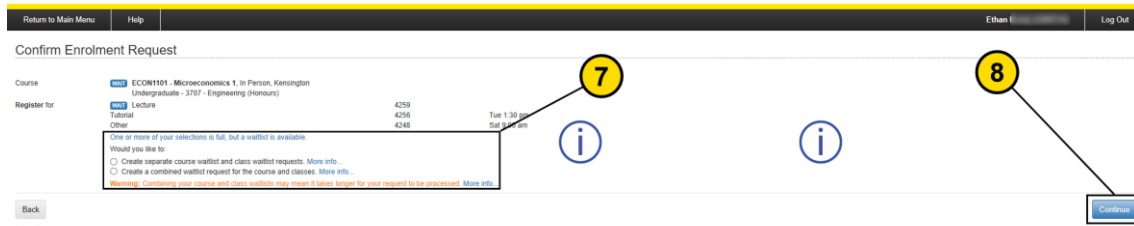
	<p>This Lecture is full but is the time you want, so you can join the waitlist.</p>	
	<p>Click 'Select Classes'.</p>	


#### 4. Join Class Waitlist - Select Course



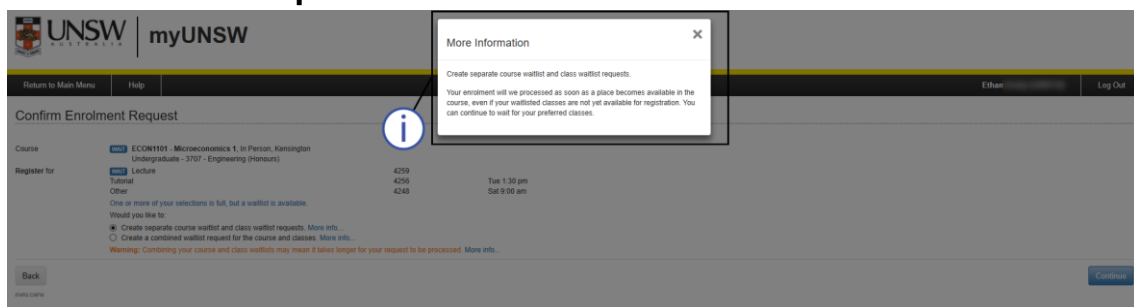
Step	Detail	Image
	<p>Your chosen class times can be seen here.</p>	
	<p>Click the box to select the course.</p>	
	<p>Click 'Confirm Enrolment Request'.</p>	

## 5. Join Class Waitlist - Separate or Combine Waitlist


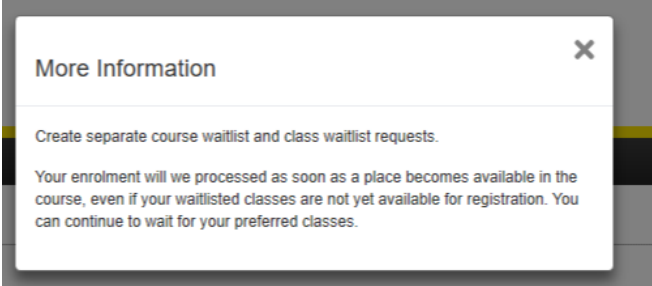


Step	Detail	Image
7	You have a choice to make.  Waitlist your course and class times separately, or combine them.	<p>One or more of your selections is full, but a waitlist is available.</p> <p>Would you like to:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Create separate course waitlist and class waitlist requests. <a href="#">More info...</a></li> <li><input type="radio"/> Create a combined waitlist request for the course and classes. <a href="#">More info...</a></li> </ul> <p><b>Warning:</b> Combining your course and class waitlists may mean it takes longer for your request to be processed. <a href="#">More info...</a></p>
i	<b>Separate waitlists:</b>  You will be enrolled in the <b>course</b> as soon as a spot opens, even if the class time is still full.	
i	<b>Combined waitlists:</b>  You will be enrolled <b>only if spots open in both the course and class times</b> you are waiting for.	
8	Click 'Continue' once you have decided.	

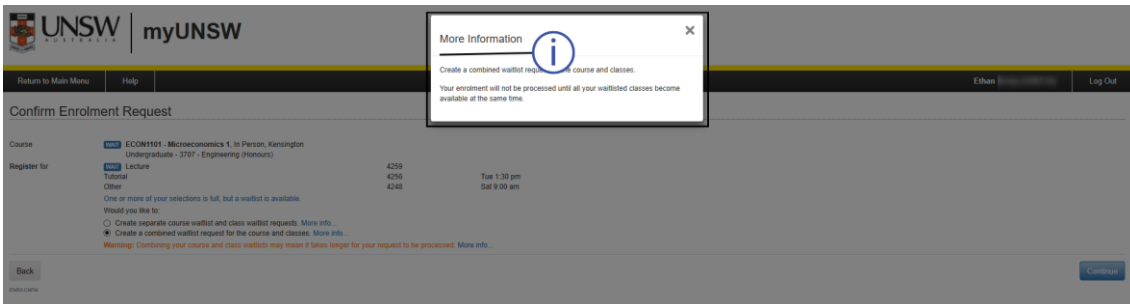
## 6. Join Class Waitlist - Separate Waitlist Extra Information


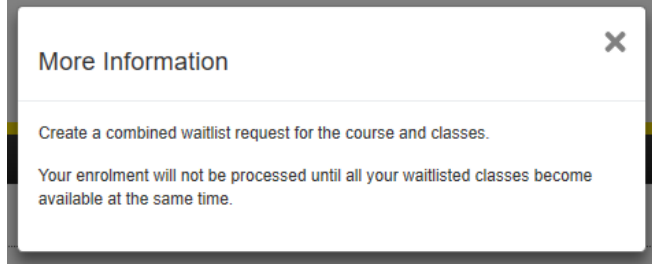


Step	Detail	Image

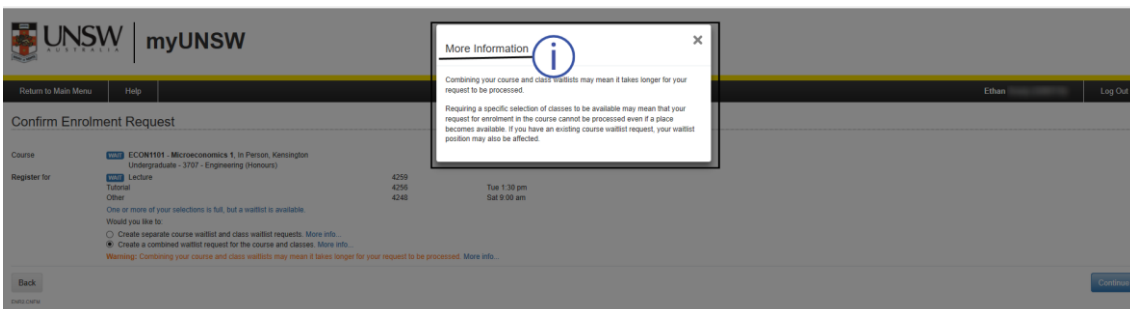
	<b>Separate waitlist</b>	
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## 7. Join Class Waitlist - Combined Waitlist Extra Information 1




Step	Detail	Image
	<b>Combined waitlist</b>	

## 8. Join Class Waitlist - Combined Waitlist Extra Information 2

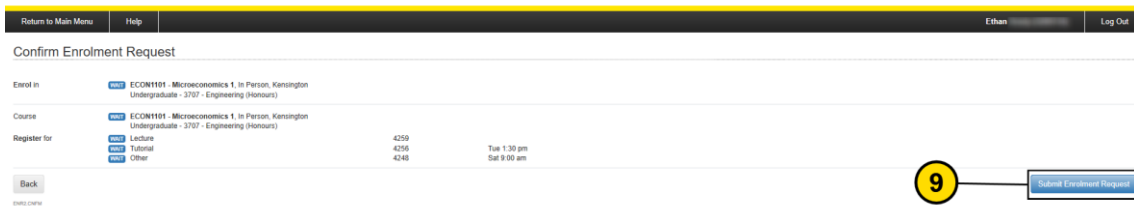


Step	Detail	Image
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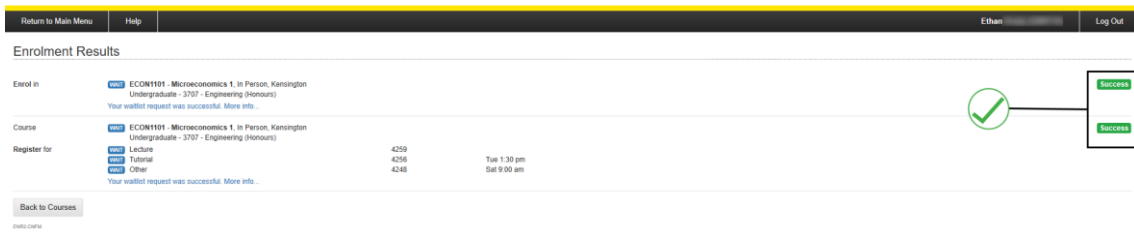
	<b>Combined waitlist</b>	<div style="border: 1px solid gray; padding: 10px; background-color: #f9f9f9;"> <p><b>More Information</b> <span style="float: right;">✕</span></p> <p>Combining your course and class waitlists may mean it takes longer for your request to be processed.</p> <p>Requiring a specific selection of classes to be available may mean that your request for enrolment in the course cannot be processed even if a place becomes available. If you have an existing course waitlist request, your waitlist position may also be affected.</p> </div>
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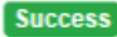
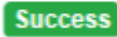
## 9. Join Class Waitlist - Confirm Waitlist Request



Step	Detail	Image
	Click 'Submit Enrolment Request' to confirm and join the waitlist.	

## 10. Join Class Waitlist - Success!



Step	Detail	Image
	Success! You have joined a course waitlist and a class waitlist	 

## 11. Join Class Waitlist - Show Course and Class Waitlists

Course Enrolment

Year: 2020 Program: Undergraduate - 3707 - Engineering (Honours) Place: CEICAH3707 - Chemical Engineering

Term 1 2020 Term 2 2020 Term 3 2020

Warning: You have not registered for any classes in this term.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Swap	Drop
CEIC830	Process Engineering in the Petroleum Industry	In Person	Kensington	6.0	13 / 50	29/09/2020	13 / 50	Swap	Drop
CHEN6701	Advanced Reaction Engineering	In Person	Kensington	6.0	47 / 70	29/09/2020	47 / 70	Swap	Drop
ECON1101	Microeconomics 1	In Person	Kensington	6.0	238 / 238	29/09/2020	238 / 238	Swap	Drop

Class	Component	Section	Location	Day	Time	Instructor	Registered	Capacity
4259	Lecture	WEB1	Kensington				11 / 11	
4256	Tutorial	T13B	Kensington	Tuesday	1:30 pm - 3:00 pm		2 / 50	
4248	Other	S08A	Kensington	Saturday	9:00 am - 1:00 pm		25 / 238	

Search: SUBJ1234, Solar Cells

Back to Years Select Classes Manage Waitlists

Step	Detail	Image
10	Click to see your class details, including your waitlist information.	
i	Waitlisting Information.	

## 1. Leave a Waitlist - Manage Waitlists

Course Enrolment

Year: 2020 Program: Undergraduate - 3707 - Engineering (Honours) Place: CEICAH3707 - Chemical Engineering

Term 1 2020 Term 2 2020 Term 3 2020

Warning: You have not registered for any classes in this term.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Swap	Drop
CEIC830	Process Engineering in the Petroleum Industry	In Person	Kensington	6.0	13 / 50	29/09/2020	13 / 50	Swap	Drop
CHEN6701	Advanced Reaction Engineering	In Person	Kensington	6.0	47 / 70	29/09/2020	47 / 70	Swap	Drop
ECON1101	Microeconomics 1	In Person	Kensington	6.0	238 / 238	29/09/2020	238 / 238	Swap	Drop

Class	Component	Section	Location	Day	Time	Instructor	Registered	Capacity
4259	Lecture	WEB1	Kensington				11 / 11	
4256	Tutorial	T13B	Kensington	Tuesday	1:30 pm - 3:00 pm		2 / 50	
4248	Other	S08A	Kensington	Saturday	9:00 am - 1:00 pm		25 / 238	

Search: SUBJ1234, Solar Cells

Back to Years Select Classes Manage Waitlists

Step	Detail	Image
1	Click 'Manage Waitlist'	

## 2. Leave a Waitlist - Waitlist Details

The screenshot shows the 'Manage Waitlist' interface for course ECON1101. A callout box with an information icon 'i' points to the 'Enrolled / Registered' column. The table lists three classes with their respective waitlist statuses:

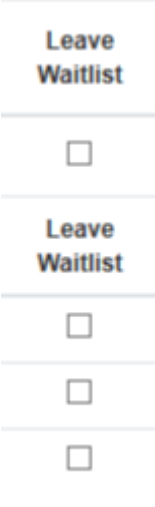
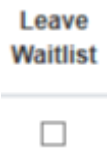

Class	Component	Location	Day	Time	Enrolled / Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist
4259	Lecture	Kensington			WAIT	238 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4256	Tutorial	Kensington	Tuesday	1:30 pm - 3:00 pm	WAIT	2 / 50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4248	Other	Kensington	Saturday	9:00 am - 1:00 pm	WAIT	25 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step	Detail	Image
	<p>The status of your waitlisted courses/classes and options to combine, separate and leave waitlists.</p>	

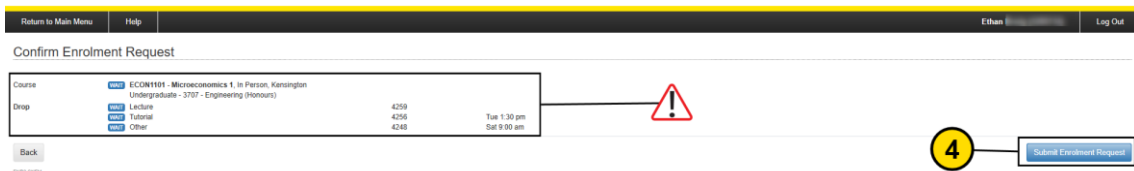
## 3. Leave a Waitlist - Choose Waitlists to Leave



The screenshot shows the 'Manage Waitlist' interface with callouts. Callout 2 points to the 'Enrolled / Registered' column, and callout 3 points to the 'Leave Waitlist' column. A warning icon is visible above the 'Enrolled / Registered' column.

Step	Detail	Image

<p>2</p>	<p>To leave a waitlist, click the box for the course or class you want to leave.</p>	
<p>!</p>	<p>If you leave your course waitlist, you will also leave any class waitlists for that course!</p>	
<p>3</p>	<p>Click 'Confirm Enrolment Request'.</p>	

#### 4. Leave a Waitlist - Confirm Details



Step	Detail	Image
<p>!</p>	<p>Check the details of the waitlists you are leaving.</p>	
<p>4</p>	<p>Click 'Submit Enrolment Request' to confirm and <b>leave</b> the waitlist.</p> <p><b>Make sure you are certain before confirming!</b></p>	

# 1. Separate or Combine a Waitlist - Manage Waitlist

Return to Main Menu | Help | Ethan | Log Out

Course Enrolment

Year: 2020 | Program: Undergraduate - 3707 - Engineering (Honours) | Place: CEICAH3707 - Chemical Engineering

Term 1 2020 | Term 2 2020 | Term 3 2020

Warning: You have not registered for any classes in this term.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Strip	Drop
CEIC8330	Process Engineering in the Petroleum Industry	In Person	Kensington	6.0	0 / 0	29/09/2020	13 / 50		
CHEN6701	Advanced Reaction Engineering	In Person	Kensington	6.0	0 / 0	29/09/2020	47 / 70		
ECON1101	Microeconomics 1	In Person	Kensington	6.0	0 / 0	29/09/2020	238 / 238		

Search: SUBJ1234, Solar Cells

Back to Years | Select Classes | **Manage Waitlists**

Step	Detail	Image
1	Click 'Manage Waitlist'	

# 2. Separate or Combine a Waitlist - Waitlist Details

Return to Main Menu | Help | Ethan | Log Out

Manage Waitlist

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist
ECON1101	Microeconomics 1	In Person	Kensington	6.0	0 / 0	238 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>

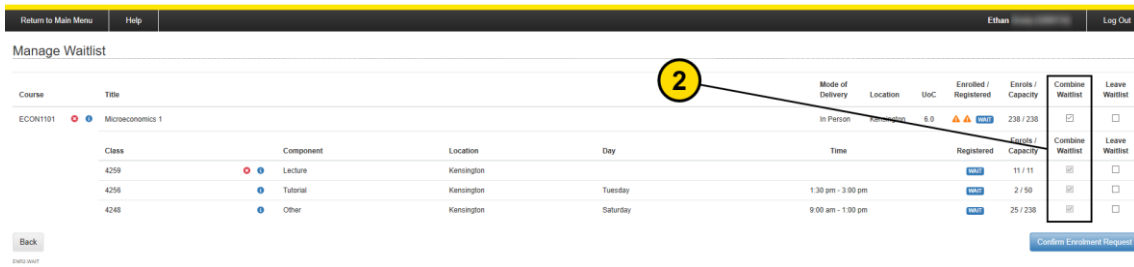
Class	Component	Location	Day	Time	Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist
4259	Lecture	Kensington			11 / 11	11 / 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4256	Tutorial	Kensington	Tuesday	1:30 pm - 3:00 pm	2 / 50	2 / 50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4248	Other	Kensington	Saturday	9:00 am - 1:00 pm	25 / 238	25 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Back

Confirm Enrolment Request

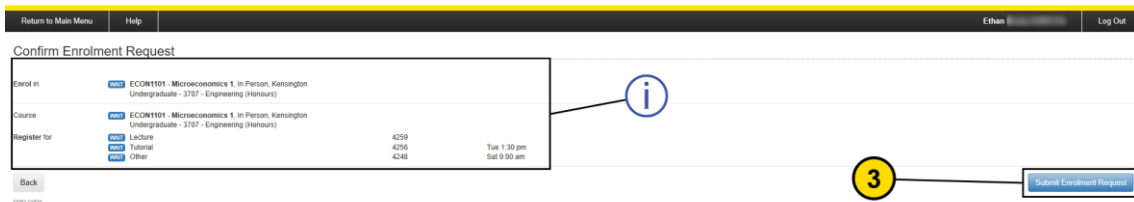
Step	Detail	Image																								
i	The status of your waitlisted courses/classes and options to combine, separate and leave waitlists.	<table border="1"> <thead> <tr> <th>Enrolled / Registered</th> <th>Enrols / Capacity</th> <th>Combine Waitlist</th> <th>Leave Waitlist</th> </tr> </thead> <tbody> <tr> <td>0 / 0</td> <td>238 / 238</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <th>Registered</th> <th>Enrols / Capacity</th> <th>Combine Waitlist</th> <th>Leave Waitlist</th> </tr> <tr> <td>11 / 11</td> <td>11 / 11</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 / 50</td> <td>2 / 50</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>25 / 238</td> <td>25 / 238</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Enrolled / Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist	0 / 0	238 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist	11 / 11	11 / 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 / 50	2 / 50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25 / 238	25 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enrolled / Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist																							
0 / 0	238 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Registered	Enrols / Capacity	Combine Waitlist	Leave Waitlist																							
11 / 11	11 / 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
2 / 50	2 / 50	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
25 / 238	25 / 238	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							

### 3. Separate or Combine a Waitlist - Choose Waitlists to Separate or Combine



Step	Detail	Image
2	Click the boxes of course and class waitlists that you want to combine or separate.	

### 4. Separate or Combine a Waitlist - Confirm Separate Details



Step	Detail	Image
i	<p><b>Separate</b> a combined waitlist.</p> <p><b>Separate waitlists:</b></p> <p>You will be enrolled in the <b>course as soon as a spot opens</b>, even if the class time is still full.</p>	
3	Click 'Submit Enrolment Request' to confirm and separate waitlists.	

## 5. Separate or Combine a Waitlist - Confirm Combine Details

Step	Detail	Image
	<p><b>Combine</b> a separated waitlist.</p> <p><b>Combined waitlists:</b></p> <p>You will be enrolled <b>only if spots open in both the course and class times</b> you are waiting for.</p>	
	<p>Click 'Submit Enrolment Request' to confirm and combine waitlists.</p>	