



Student Guidelines for Waitlists, Dropping and Auditing courses

source: <https://camlink1.camosun.bc.ca/WebAdvisor/docs/requguide.pdf>

Waitlists:

You can waitlist for any FULL section, except those marked “restricted”; make sure you have:

- met the prerequisite(s)/co-requisite(s) of the course for which you are waitlisted
- waitlisted for a course which does not conflict with the rest your timetable or you may be removed from the waitlisted course

You will be automatically enrolled in waitlisted sections as soon as a seat becomes available in the class **up until midnight the night before the start of the semester, term or quarter.**

Monitor your place on the waitlist, and check up until the first day of the class to see if you have been enrolled. By accessing the Manage My Waitlists section, you can see your current position on the waitlist. It is recommended you remove unwanted waitlisted courses from the Preferred Sections list using the Manage My Waitlist function to avoid unnecessary automatic registration and fee payment;

Attend your waitlisted course during the first week of classes. If there is space, instructors may sign a Permission to Register (PTR) form which you must then present to Enrolment Services. PTR forms can also be dropped in Student Services Drop Boxes located at:

- Lansdowne Campus: Isabel Dawson (ID) & Grant Fisher (F) buildings
- Interurban Campus: Liz Ashton Campus Centre (LACC) & Centre Business and Access (CBA)

Required fees must be paid by the published fee deadline.

Dropping:

- Use [Camlink](#) to drop classes **until the fee deadline (after the fee deadline, you must go to Student Services to drop classes):**
- On the Registration Steps section, select Register & Drop Sections
- From your Preferred Sections list select Remove from List under the Action drop down listing;
- Check the box beside each course to be dropped from your schedule of current Course Registrations and Submit;
- Once you have dropped any or all of your courses, you need to view your schedule to verify the changes have been made;
- **After the fee deadline, all drops must be done in person with Enrolment Services and no course refunds will be issued.**

Auditing:

Those who register as AUDIT will not be required to have the prerequisites, nor will they receive credit or grades for any audited courses

- All courses except those listed as “Restricted” are available to audit.
- Current students auditing courses must be aware of the following requirements:
- On the first day of class, go to the classroom and ask the instructor to sign a Permission to Register
- Once you have been admitted to the class, submit the completed and signed (by instructor) PTR, to Enrolment Services in person or drop into the Student Services blue drop-boxes at either campus on or before the fee deadline.
- Up until fee deadline you will be required to pay 50% of the tuition for the audit course. Full tuition fees will be applied if changes are made after the fee deadline.