



Student Planning | Course enrolment *redefined*

WebAdvisor & Student Planning Guide

Waitlists



UNIVERSITY OF
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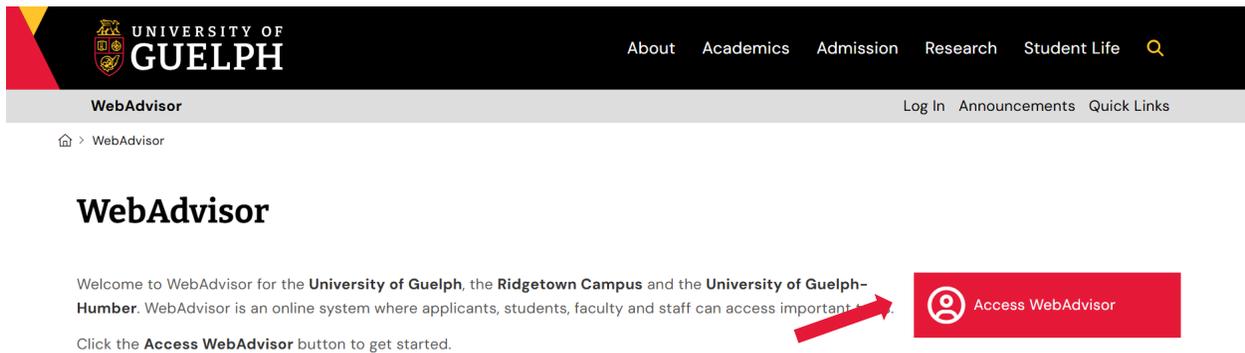
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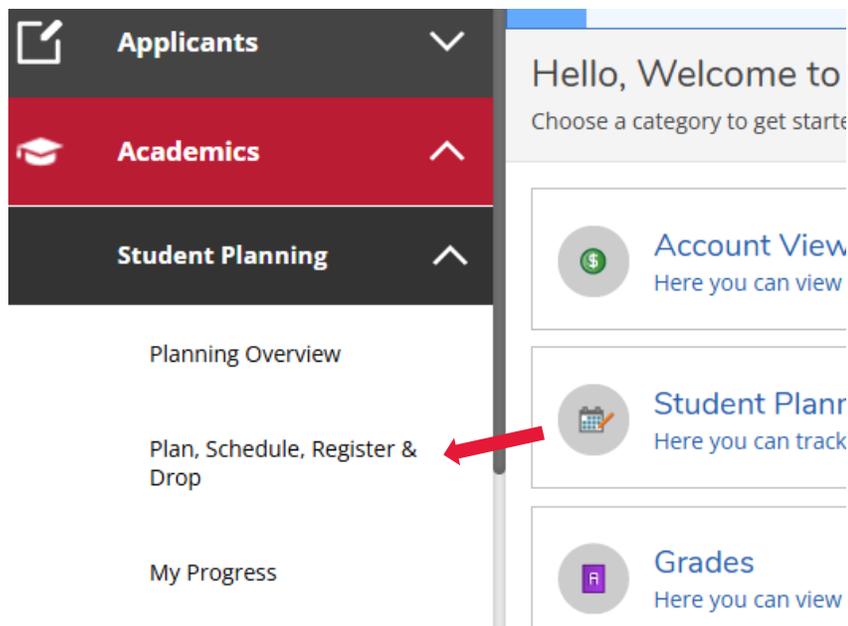
Joining a Waitlist in Student Planning

This document will cover how to join a waitlist for a course section that is full. The course section must already be added to your schedule before proceeding with the steps below. For instructions on how to first search for courses and add course sections to your schedule, please review the Student Planning Guide: Finding Courses.

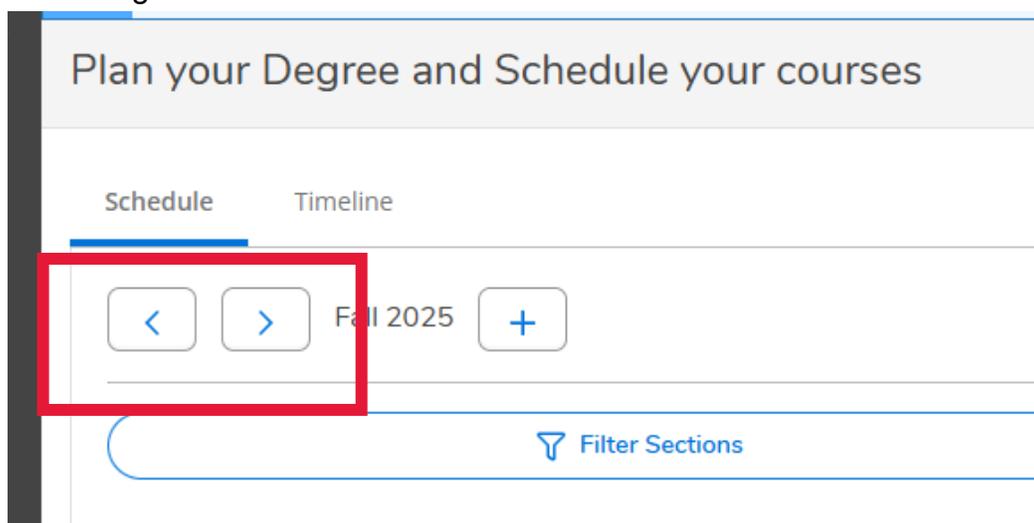
- 7.1. Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.



- 7.2. Log in with your central login credentials. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.
- 7.3. Expand the menu on the left side and select “**Academics**”. Under **Student Planning**, click on “**Plan, Schedule, Register & Drop**”.

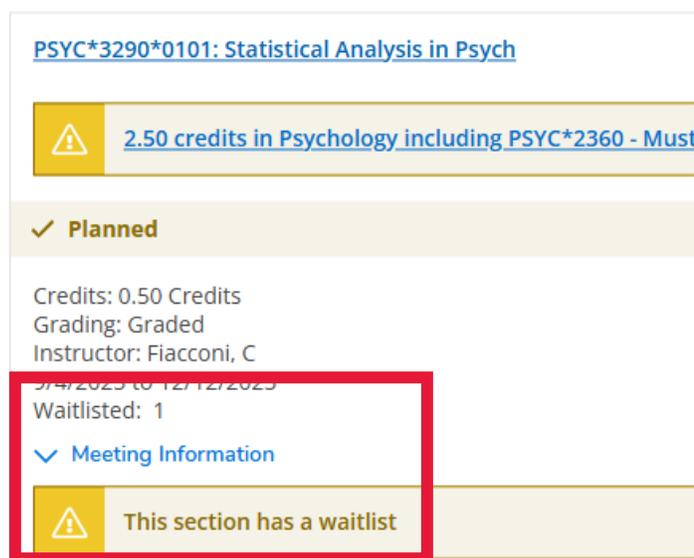


7.4. The “**Plan, Schedule, Register & Drop**” page will load the current plan and courses registered for the current semester. Please use the navigation arrows to navigate to the desired term.



7.5. Scroll down to find the course section for which you want to join the waitlist.

7.6. If a course section is full, there will be a message that says “This section has a waitlist.” It will also indicate how many students are currently on the waitlist.



7.7. In some cases, a course may still have a “Register” button, but then it fills up by the time you go to register. You will see an error message like the one below when you try to register.



7.8. To join the waitlist for this course section, click the **“Waitlist”** button.

You will not be able to join a waitlist for a course section if:

- You are already on a waitlist for a different section of the same course.
- You are currently enrolled in a different section of that course.

PSYC*3290*0101: Statistical Analysis in Psych ×

 [2.50 credits in Psychology including PSYC*2360 - Must be completed prior to taking this course.](#)

✓ **Planned**

Credits: 0.50 Credits
Grading: Graded
Instructor: Fiacconi, C
9/4/2025 to 12/12/2025
Waitlisted: 1

∨ Meeting Information

 This section has a waitlist

Waitlist

7.9. If you have successfully joined the waitlist, the status on the course section will be “Waitlisted”. Your position (“Rank”) on the waitlist will also be indicated.

PSYC*3290*0101: Statistical Analysis in Psych

 [2.50 credits in Psychology including PSYC*2360 - Must be completed prior to taking this course.](#)

✓ **Waitlisted**

Credits: 0.50 Credits
Grading: Graded
Instructor: Fiacconi, C
9/4/2025 to 12/12/2025
Waitlisted: 2 (Rank: 2)

∨ Meeting Information

Drop Waitlist

∨ View other sections

7.10. If a seat opens in the course section and you are next in line, you will receive an email from WebAdvisor at your uoguelph or guelphhumber account indicating that a space is available for you and that you can register for it on WebAdvisor. Here's a sample of the email:

Good news! A spot has opened up for you in **Intro. to Classical Culture**, and we're excited to offer it to you.

Here are the details:

- **Section:** CLAS*1000*01
- **Term:** F25
- **Instructor:** Walsh, J.
- **Day/Time:** M/W/F 9:30 AM - 10:20 AM

To secure your place in the course, please register by **11:59 p.m. EDT on Tuesday, June 10, 2025**. After that, you will be removed from the waitlist, and the spot will be offered to the next student on the waitlist.

You can register through [WebAdvisor](#).

Please use the "Drop Waitlist" button on [WebAdvisor](#) if you no longer wish to enrol in this course section so that this space can be more quickly offered to the next person on the waitlist.

If you have any questions or need a hand with registration, feel free to reach out to your campus's Registrarial Services team - we're happy to help!

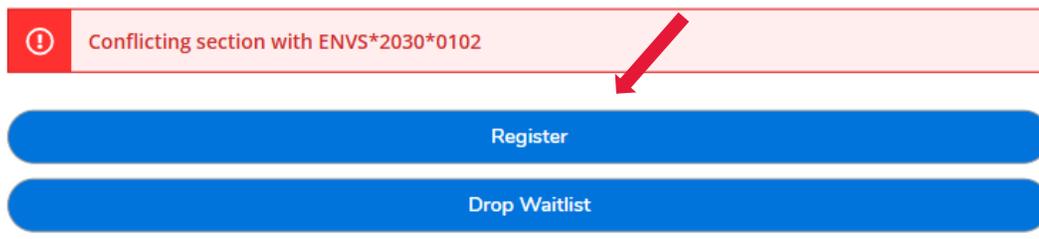
Please do not respond to this email address; it's not a monitored inbox.

We hope you enjoy the course!

7.11. Log into [WebAdvisor](#), go to the **"Plan, Schedule, Register & Drop"** page, and click on the **"Register"** button for that course section. Please note that you must register for the course section by 11:59 p.m. the day after receiving the email. If you do not register in time, your permission to register will be cancelled, and the space will be given to the next student on the waitlist if there are others.

Waitlisted: 2 (Rank: 2)

Meeting Information

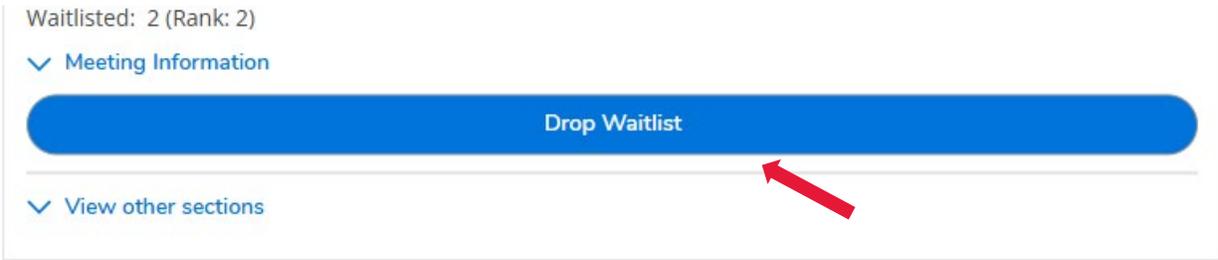


The screenshot shows a red warning box with a white exclamation mark icon and the text "Conflicting section with ENVS*2030*0102". A red arrow points from the top right corner of this box down to the "Register" button. Below the warning box are two blue buttons: "Register" and "Drop Waitlist".

View other sections

Removing Yourself from a Waitlist

- 7.12. If you no longer wish to be on the waitlist for a course section, go to the **“Plan, Schedule, Register & Drop”** page, scroll down to the course on the left side and click the “Drop Waitlist” button. Removing yourself from a waitlist is important to give other students who may be on the waitlist a chance to get into the class.



Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- [Student Planning website for Guelph and Ridgetown students](#)
- [Student Planning website for Guelph-Humber students](#)