

## Are You on a Waiting List? Here's What You Need to Know!

- If you are registering online and a course is full, the system will ask you if you want your name on a waiting list. You must respond “Yes” in order to be added to the waiting list.
- It is important to check your Brandon University email address **EVERY DAY**, as Finance and Registration will email you to let you know when a spot in the class becomes available.
- The email from Finance and Registration will allow you to register for the course or decline the available spot. The email will also indicate how long you have to register in the course (48 hours). Failure to respond by the deadline indicated in the email will result in your name being removed from the waiting list.
- If you miss the window to register in the course but still want to be on the waiting list, you will need to add yourself to the list again using the same online registration process noted above.
- Do you want to check your waiting list status? You are able to view your position on waiting lists or remove yourself from a waiting list by using the “Student Information” link or “Online Registration” link via the BU website. Choose “Registration” and “Wait List” from the menu.