

Updated April 12, 2018

## **Course Registration & Waitlist**

The Robert H. Lee Graduate School offers a variety of courses to enhance the learning experience and help students meet their career goals. During the priority registration window, students have exclusive registration access for courses scheduled in their respective program. This ensures that students have sufficient time to register in desired/required courses. Students from other Robert H. Lee programs and other select programs gain access after the initial priority registration window ends.

### **Course Registration Limits**

Each course has a maximum registration capacity. This is established in advance based on pedagogy (teaching and learning goals and activities) and room capacity. Instructors are unable to increase their class capacity. All student queries regarding seats in classes should be directed to the respective Program Manager/Advisor in the Robert H. Lee Graduate School. Students should not ask their instructors to increase the registration capacity.

### **Process**

Students self-register for courses via the Student Service Centre (SSC) during their priority registration window. When a course has reached its maximum student capacity, students will be directed to register on a waitlist via the SSC. When a registered student drops his/her registration, the first student on the waitlist will be registered in the course. Students on the waitlist will not be prioritized based on program or track, therefore, students should register during their priority registration window to ensure registration in desired courses.