

<sup>C</sup>  
~~SIAT~~  
ENROLLMENT  
GUIDE  
Spring 2025 Edition

OR  
LET'S ALL  
SUFFER LESS



# TABLE OF CONTENTS

## Common Enrollment Problems

Reserved Seats	1
System Delay	1
Full Labs	1
Error Messages	1

## Notes on Waitlisting

Classes With Labs	2
Concentration Spots	2

## Waitlists Once Classes Start

Week 1	3
Last Day to Add/Drop/Enroll	3
Week 2	4
Week 3	4

## Final Notes

Lab Swapping	5
Gifting Seats	5
Contacting Us	5

Dear SIAT ~~S~~<sup>MEW</sup> Students,

To increase your chances at a successful enrollment period (and decrease our chances of getting yelled at), we have put together this lovely guide for you to peruse. We hope you find it useful!

Sincerely,

~~S~~<sup>CAT</sup>  
Your Advisors

# COMMON ENROLLMENT PROBLEMS



## Reserved Seats

Courses can show open seats (green circle), and still not actually have generally open seats—this is usually because the open seats are reserved for a specific student group. So, if you see an open seat in a course, make sure you check the reserve information before you try to enroll—especially if you are going to swap out of something else to take that course. If you try to swap out of a course, and aren't successful in getting into the desired course, you will lose your enrollment in the first course. See “Concentration Spots” for more.

## System Delay

While the wait list is running (until the end of the first week of classes, Sunday, January 12), if someone drops a course, there will usually be a delay before the system moves someone in from the wait list (the wait list runs a few times a day, not constantly). So, if you see a seat open up in a class you thought was full, PLEASE check if there is a wait list for the course before you try to enroll in it. If there is a wait list, then that open spot is going to be taken by someone on the wait list.

## Full Labs

When enrolling or swapping into classes with labs/tutorials, make sure you are checking the correct lab section. Again, if you try to swap into the course, and the “open” seat is in fact held for someone on the wait list, you will lose the course you are swapping out of.

## Error Messages

When you try to enroll and it doesn't work, carefully read, or even copy/screenshot, the error message you get back. This will make it easier for us to help you figure out why you couldn't enroll, if you aren't sure. It may be that the course or lab is full, it may be that you aren't in the group the course is reserved for, it may be that you are trying to wait list for more than the max of 8 wait listed units, or enroll for more than 18 units total. Also, if you want to be on the wait list if you can't enroll directly, make sure you select “wait list ok” when adding the course to your course cart.

# NOTES ON WAITLISTING



## Classes With Labs

If you're wait listing for a full course, the best advice we can give is to carefully check the labs for the course before making your selection – admission to the course goes by when a spot opens up in your selected lab. Ideally, you want to select the lab with the most empty seats, and/or the shortest wait list. For example, if you select lab D101 and are #10 on the wait list for the lab, and #10 for the wait list for the lecture, you are LESS likely to get in than a student who selects lab D104 and is #3 on the wait list for that lab, and #20 on the wait list for the lecture. Usually the labs further away in time from the lecture are less full. You can only be on the wait list for two classes (max 8 units) at a time, so you want to wait list carefully and strategically to maximize your chance of getting into the class.

We can't add students to full classes, and we can't bump you ahead of other students on the wait list. We usually can't go over the class capacity because of restrictions on room capacity, and because overloading classes violates the TSSU contract. We know you want to get into the class because you need it, because it impacts your study permit, loan status, completion time, etc. – but that is true for almost everyone else on the wait list, and we can't re-prioritize the wait list based on how valid we think your need for the course is.

## Concentration Spots

SIAT reserves a small number of seats in upper division concentration courses for students in that concentration – it's usually about 8 seats out of a 48-seat course. Usually, the last seats left open in that course are reserved for the concentrations, which gives students the impression that more of the course is reserved, when in fact, those are just usually the last filled, as the reserve holds seats until open enrollment (November 25) so students who are in the concentration but who have a later enrollment date have a shot. Admission to the concentrations is by application—see the SIAT website.

# WAITLIST ONCE CLASSES START



## Week 1

### Online courses

If you are still on the wait list for a course you want to take when classes start (Monday, January 6), and you are fairly high on the wait list for the lab (top 5 or so) contact the instructor and ask to be added as an Observer to the Canvas course so you can attend the first class. If you are subsequently enrolled in the course, your status in Canvas will be updated to Student once your enrollment is processed. Make sure you participate in the first week's class and lab as much as possible, and if there is anything you can't access as Observer that you need to keep up in the class, contact your instructor. Note that while it is your instructor you'll want to talk to about Canvas access, instructors and TAs do not manage enrollment in goSFU and can't enroll you, or bump you ahead of the waitlist—talk to your advisors about enrollment.

### In-person courses

If you are still on the wait list for a course you want to take when classes start, (Monday, January 6), attend the first week's lecture and lab, and let the instructor know you are attending from the wait list.

The wait list runs automatically until the end of the first week of classes (Sunday, January 12). That means that if a spot opens up in the lecture and lab you are wait listed for, and you are #1 for that lab (or #1 for the lecture if there is no lab), the system will try to move you in. The system would be unable to move you in if adding the course would put you over 18 units enrolled.

The system will also be unable to move you in if you are enrolled in something that conflicts, which could be another lecture or lab, or an exam for another course. Make sure to check all possible conflicts, including midterms and finals, before enrolling and wait listing.



If you are added to Canvas as an Observer for a class you are wait listed for, please keep in mind that this does not mean you are enrolled in the course. There must be room in the course for you, and you must be officially enrolled in order to actually complete the course. If you are still in Canvas as an Observer after the first week in classes, get in touch with advising.

## **Last Day to Add/Drop/Enroll**

Sunday, January 12 is also the last day you can add, swap, and drop classes with no penalties. After midnight on the 19th, you will lose 25% of the tuition for any classes you drop. So, if you get offered a seat in a class from the wait list after January 12, you should ask the advisor to swap you out of any course you want to drop in favour of the one that they are adding you to. You DON'T want to drop the course yourself before you get enrolled in the new one - in that case you will lose tuition.

You will not be charged any kind of fee for a course you're on the wait list for after January 12. For example, if you're on the wait list for IAT 309W on January 13, and you no longer want to take it, you don't have to worry about it – you won't be moved into anything automatically after the 12th. The advisors will only enroll you in something after the 12th with your express approval.

## **Week 2**

The wait list stops running automatically at the end of the first week of classes (January 12), but it is still visible in goSFU for the 2nd week. In the 2nd week, we will only add you to the course if :

- an open seat has become available
- you have permission from the instructor to join
- you send us proof of that confirmation from the instructor
- you don't have any time conflicts with the course and lab you are hoping to join



Instructors will usually only permit students to join in the 2nd week if the student has participated in the first week as an Observer in Canvas (online) or attended the class and labs (in-person), and if the student is on the waitlist. You can always ask if it is still possible to join if this is not the case for you, but usually instructors will prioritize students who have attended the first week and are on the waitlist.

## **FINAL NOTES**

### **Lab Swapping**

If you are enrolled in a course and want to try to change labs after the first week, check if there is room in your desired lab. If there is, contact advising and we'll see if we can do it for you. If there is no room in your desired lab, we can't move you into it. You can try to find a classmate in your lab who is willing to swap and, in that case, we need to hear separately from both of you, confirming you want to swap and your student number.

### **Gifting Seats**

One more thing—you can't "gift" your seat in a class to your friend, i.e., if there's a wait list for the class, and your friend wants in ahead of the wait list, and you want to drop the class, you can't ask us to drop you and move your friend into the spot. Think about it: wouldn't you be mad if you were #1 on the wait list and I did that? Yes! You would be furious! Let's all be less furious!

### **Contacting Us**

In closing, if you're confused about enrollment, contact us. Ideally, contact us before your enrollment date—we can answer questions over email, and make phone or video appointments. We will help you as much as we can as soon as we can. Email us at [iat\\_one@sfu.ca](mailto:iat_one@sfu.ca) (Kai) or [siatadv@sfu.ca](mailto:siatadv@sfu.ca) (Kim) or book with us through Advisor Link.

# Relevant Dates for Spring 2025 Enrollment



Full dates and deadlines at  
<https://www.sfu.ca/students/deadlines/spring.html>

<b>Nov 4</b>	Enrollment appointments for Summer 2022 classes begin.
<b>Nov 25</b>	Open enrollment period begins at 8:00 am.
<b>Jan 12</b>	Last day to add classes, swap classes, change tutorials using go.sfu.ca.
	Last day to drop a class for 100% refund of tuition. For Mandatory Supplementary Course Fee refunds, please check with the department/faculty regarding the specific deadline.
<b>Jan 19</b>	Last day to drop a class using go.sfu.ca without a withdrawal notation of “WD” for the course on your academic record. If withdrawing from all classes, a withdrawal notation of “Withdrew YYYY-MM-DD” will be added to your academic record.
	Deadline to pay tuition and student fees. A 2% late fee penalty will be assessed after the due date and on the first of each following month.
	Last day to drop a class for 75% refund of tuition. Last day for a refund of student fees (Student Services, Recreation-Athletics, and Student Activity). A 2% late fee penalty will be assessed on the outstanding balance after tuition deadline and on the first of each month thereafter.
<b>Jan 26</b>	Last day to add classes through the department with permission of the chair and instructor. Last day to change tutorials through the department. Last day to change a class to audit status.
	Last day for a 50% refund of tuition. No refund of student fees. A 2% late fee penalty will be assessed on the outstanding balance after tuition deadline and on the first of each month thereafter.
<b>Jan 27</b>	No refund for courses dropped. A 2% late fee penalty will be assessed on the outstanding balance after tuition deadline and on the first of each month thereafter.
<b>March 9</b>	Last day to drop a class using go.sfu.ca with a withdrawal notation (WD) on your academic record).

