

# How to Waitlist for a Course Section

## 1. Login to SSB and click *Students*

Change Login Profile | **Students** | SITE MAP | LOGOUT

Main Menu

Welcome, Ruth A. Ritchotte, to the Langara College Student and Employee Information System! Our current time is 06-Feb-2026 15:38 Pacific Time. Last web access on 06-FEB-2026 at 1452

- Change Login Profile
- Students**  
Choose this to access student functions on the web.

## 2. Click *Registration*

Change Login Profile | **Students** | RETURN TO MENU | SITE MAP | LOGOUT

Quick Links: **Students**

Previous Menu

- Change Login Profile
- Students**

Students

- Personal Information
- Regular Studies
- Class Cancellations for Today
- Updates to Course Schedule
- Admissions
  - View Application Status for in progress applications
- Withdraw Courses - Spring 2026 (202610)
- Registration**
  - Withdraw Courses
  - Withdraw Courses - Spring 2026 (202610)
  - Timetable Planner
  - Search for Courses
  - Register (Add/Drop) Courses
  - Currently Waitlisted Courses
  - Course Consent and Waiver Forms
  - Semester Course and Exam Schedule - by course view
  - Semester Course Schedule - by week view
  - Enrollment Verification Letter
  - Account Balance & Payments
  - Activate Your Registration Time
  - Arts and Science Program Update
  - Registration Overrides
  - Computer User IDs
- Student Records
  - View Your Holds
  - View Your Prerequisites and Test Scores
  - View Your Transcript
- Official Transcript Orders
  - Order Official Transcripts
  - View Status of Your Official Transcript Order
- Graduation Evaluation
  - Graduation Evaluation
  - View Holds
- Commitment Fee Payment
- Theatre Arts Audition Fee Payment

Continuing Studies

- Select Semester
- Register
- Account Balance & Payments
- Semester Schedule by Day/Time/Room
- Enrollment Verification Letter
- Prerequisite Overrides
- View Holds
- View Unofficial Transcript

## 3. Click *Register (Add/Drop) Courses*

Change Login Profile | **Students** | RETURN TO STUDENT MENU | SITE MAP | LOGOUT

Quick Links: **Registration**

Previous Menu

- Class Cancellations for Today
- Updates to Course Schedule
- Admissions
- Withdraw Courses - Spring 2026 (202610)
- Registration**
- Student Records
- Commitment Fee Payment
- Theatre Arts Audition Fee Payment

Registration

- Select Semester
- Withdraw Courses - Spring 2026 (202610)
- Timetable Planner
- Search for Courses
- Register (Add/Drop) Courses**
- Currently Waitlisted Courses
- Course Consent and Waiver Forms
- Semester Course and Exam Schedule - by course view
- Semester Course Schedule - by week view
- Enrollment Verification Letter
- Account Balance & Payments
- Activate Your Registration Time
- Arts and Science Program Update
- Registration Overrides
- Computer User IDs

4. If prompted, select the corresponding semester and click **Submit Semester**

Change Login Profile | Students

RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Select Semester

Previous Menu

- Select Semester
- Withdraw Courses - Spring 2026 (202610)
- Timetable Planner
- Search for Courses
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- Currently Waitlisted Courses
- Course Consent and Waiver Forms
- Semester Course and Exam Schedule - by course view
- Semester Course Schedule - by week view
- Enrollment Verification Letter
- Account Balance & Payments
- Activate Your Registration Time
- Arts and Science Program Update
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**For Semester:** Spring 2026

Submit Semester

5. Type in the **CRN** or use **Course Search** function to find a course to register

Change Login Profile | Students

RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Register (Add/Drop) Courses for

Previous Menu

- Select Semester
- Withdraw Courses - Spring 2026 (202610)
- Timetable Planner
- Search for Courses
- Register (Add/Drop) Courses
- Currently Waitlisted Courses
- Course Consent and Waiver Forms
- Semester Course and Exam Schedule - by course view
- Semester Course Schedule - by week view
- Enrollment Verification Letter
- Account Balance & Payments
- Activate Your Registration Time
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Late Registration Information  
Registration Fee Payment Deadlines for information regarding Course Drops, Refunds and Withdrawals.

Registration Guide  
Student Responsibility

Program: Associate of Arts: Commerce & Business Studies

Find my Textbooks Tool

Your Registration Log

| To Re-register or Drop | CRN                 | Subj                              | Crse  | Sec | Status | Cred | Title |
|------------------------|---------------------|-----------------------------------|---|-----|--------|------|-------|
| Registered Courses     | [031]S[ENCL]1100001 | Registered on 06-FEB-2026 [0.000] | Reading and Writing about Literature        |     |        |      |       |
| Waitlisted Courses     | [1065]ABST1102W01   | Waitlisted on 06-FEB-2026 [0.000] | Aboriginal Culture, Identity, and Community |     |        |      |       |

Credits - Total/Max: 3.000/ 16.000

Add Courses Worksheet

- If the course you want to add is listed in "Your Registration Log", you must use the drop down box in that section to register into the course.
- If you have a current offer to register, and the course is not listed in "Your Registration Log", enter the CRN below.
- Check Program Course Packages by Term if you are a program student for a list of your required course sections.

CRNs

Submit Transactions | Course Search | Clear Transactions

Remember to Print Your Schedule to verify your registered courses.

[ View: Hold ]

a. If using **Course Search**, select **Subject > Get Courses >** check the course section that you wish to register > click **Register**

Timetable Planner

- Search for Courses
- Register (Add/Drop) Courses
- Currently Waitlisted Courses
- Course Consent and Waiver Forms
- Semester Course and Exam Schedule - by course view
- Semester Course Schedule - by week view
- Enrollment Verification Letter
- Account Balance & Payments
- Activate Your Registration Time
- Arts and Science Program Update
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- Computer User IDs

When your selection is complete, click "Get Courses" to perform the search.

Final exams, including those for online courses, will normally take place on campus and in person. For more information, please contact the course instructor or department.

**IMPORTANT NOTICE**  
Due to limitations on how the waitlist can be displayed, students should not rely on the waitlist numbers displayed in the course and exam schedule to indicate seat availability. Seats may still be available even in sections with waitlists. Students are encouraged to attempt to register in any section, provided they intend to take the course. Please note that students should only register in courses they intend to take. Students should be mindful of published deadlines for course drops and refunds when attempting registration. We do NOT recommend "testing" registration in sections if there is no intention to take a course. In addition, we do NOT advise students to drop registered courses to "test" registration in courses with a waitlist. If you have already joined the waitlist for a course, your waitlist position is accurate. Do NOT drop waitlisted sections to "test" registering in the course again.

Core Courses From Registration by Term Package  
Please see Program Course Packages by Term for full program requirements.

From Registration by Course

Subject: Aboriginal Studies

Course Number (optional):

Instructional Method: All (Default), Guided Independent Studies, On-line

Course Duration: All, (First) Half Semester Courses, (Last) Half Semester Courses

Schedule Type: All, Exam

Start Time: Hour [00], Minute [00], am/pm [am]

End Time: Hour [00], Minute [00], am/pm [am]

Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun

Show Courses with Restrictions: Yes

Show Courses with Prerequisites: Yes

Get Courses | Clear Selections

[ Register / Add/Drop Courses | View: Hold ]

Change Login Profile | Students

RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Search for Courses for

- Click [here](#) for an explanation of the first three columns below.
- Click on the course number to view the course description.

**Notes:**

- A 'Y' in the first column indicates that a prerequisite is required.
- An 'R' in the first column indicates the course is only available to students in a specific career program.
- As long as there is one student on the waitlist, the course section is only available for waitlisting and the available seats will be offered to students at the top of the waitlist.

The College reserves the right to make changes to this course schedule without prior notice. On occasion, it becomes necessary to cancel a course or make last-minute changes.

Final exams, including those for online courses, will normally take place on campus and in person. For more information, please contact the course instructor or department.

**Sections Found**

| RP | Seats Avail | # on Waitlist | Sel                                 | CRN   | Subj | Crse | Sec | Cred | Title                                     | Aboriginal Studies | Add'l Fees | Rpt Limit | Type  | Day(s) | Time | Non Standard Room | Instructor(s)            |
|----|-------------|---------------|-------------------------------------|-------|------|------|-----|------|---|--------------------|------------|-----------|-------|--------|------|-------------------|--------------------------|
|    | 0           | 26            | <input checked="" type="checkbox"/> | 11061 | ABST | 1102 | W01 | 3.00 | Aboriginal Culture, Identity, & Community |                    | -          | WWW       | ----- | -      |      | WWW               | Emily Taylor             |
|    | 17          | 29            | <input type="checkbox"/>            | 10905 | ABST | 1116 | W01 | 3.00 | Aboriginal Women in Canada                |                    | -          | WWW       | ----- | -      |      | WWW               | Adolfina Miranda-Barrios |
|    | 24          | 13            | <input type="checkbox"/>            | 10906 | ABST | 1150 | W01 | 3.00 | Global Indigenous Perspectives            |                    | -          | WWW       | ----- | -      |      | WWW               | Adolfina Miranda-Barrios |

Coursework for this section will be provided through Brightspace or other online platforms. Please contact the instructor or department for more information.

[Register](#) | [Add to Worksheet](#) | [New Search](#)

## 6. If the seats are full, you will see a pop-up with instructions to Waitlist. Click OK.

Change Login Profile | Students

RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Register (Add/Drop) Courses for

test4ssb.langara.bc.ca says  
A course you have chosen is full.  
Choose "Waitlist" in the Action box beside the course you wish to waitlist for and click "Submit Transactions"

[OK](#)

Late Registration Information  
Registration Fee Payment Deadlines for information regarding Course Drops, Refunds and Withdrawals.

Registration Guide  
Student Responsibility

Program: Associate of Arts: Commerce & Business Studies

Find my Textbooks Tool

Your Registration Log

| To Re-register or Drop | CRN   | Subj | Crse | Sec | Status                    | Cred  | Title                                |
|------------------------|-------|------|------|-----|---------------------------|-------|--------------------------------------|
|                        | 10315 | ENGL | 1100 | 001 | Registered on 06-FEB-2026 | 3.000 | Reading and Writing about Literature |

Credits - Total/Max: 3.000/ 16.000

**Registration Unsuccessful**

- Click [here](#) for an explanation of 'Status' error messages.
- Click on 'Submit Transactions' to clear errors.
- If the course you requested is full and the 'Waitlist' action is selected below, you will be added to the waitlist when you click on 'Submit Transactions'. If you do not wish to be added to the waitlist, select 'No Action' from the drop down box prior to clicking on 'Submit Transactions'.

| Action    | CRN   | Subj | Crse | Sec | Status  | Cred  | Title                                       |
|-----------|-------|------|------|-----|---|-------|---|
| No Action | 11061 | ABST | 1102 | W01 | Allocated seats are full-Waitlist open (25 currently on Waitlist) | 3.000 | Aboriginal Culture, Identity, and Community |

Add Courses Worksheet

- If the course you want to add is listed in 'Your Registration Log', you must use the drop down box in that section to register into the course.
- If you have a current offer to register, and the course is not listed in 'Your Registration Log', enter the CRN below.
- Check Program Course Packages by Term if you are a program student for a list of your required course sections.

CRNs

Submit Transactions | Course Search | Clear Transactions

Remember to Print Your Schedule to verify your registered courses.

Change Login Profile | Students

RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Register (Add/Drop) Courses for

[Withdraw Courses - Spring 2026 \(202610\)](#)  
[Timetable Planner](#)  
[Search for Courses](#)  
[Register \(Add/Drop\) Courses](#)  
[Currently Waitlisted Courses](#)  
[Course Consent and Waiver Forms](#)  
[Semester Course and Exam Schedule - by course view](#)  
[Semester Course Schedule - by week view](#)  
[Enrollment Verification Letter](#)  
[Account Balance & Payments](#)  
[Activate Your Registration Time](#)  
[Arts and Science Program Update](#)  
[Registration Overrides](#)  
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[Late Registration Information](#)  
[Registration Fee Payment Deadlines](#) for information regarding Course Drops, Refunds and Withdrawals.

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Program: Associate of Arts: Commerce & Business Studies

[Find my Textbooks Tool](#)

**Your Registration Log**

| To Re-register or Drop   | CRN   | Subj | Crse | Sec | Status                    | Cred  | Title                                       |
|--|-------|------|------|-----|---------------------------|-------|---|
| <b>Registered Courses</b>  |       |      |      |     |                           |       |   |
|  | 11061 | ABST | 1102 | W01 | Registered on 06-FEB-2026 | 0.000 | Aboriginal Culture, Identity, and Community |
| <b>Waitlisted Courses</b> You must go to <a href="#">Currently Waitlisted Courses</a> page for further instructions. |       |      |      |     |                           |       |   |
| No Action  | 11061 | ABST | 1102 | W01 | Waitlisted on 06-FEB-2026 | 0.000 | Aboriginal Culture, Identity, and Community |

Credits - Total/Max: 3.000/ 16.000

**Add Courses Worksheet**

- If the course you want to add is listed in 'Your Registration Log', you must use the drop down box in that section to register into the course.
- If you have a current offer to register, and the course is not listed in 'Your Registration Log', enter the CRN below.
- Check [Program Course Packages by Term](#) if you are a program student for a list of your required course sections.

CRNs

Submit Transactions | Course Search | Clear Transactions

Remember to [Print Your Schedule](#) to verify your registered courses.

[ View Holds ]

7. Click on the dropdown menu under **Action** column and select **Waitlist**

[Withdraw Courses - Spring 2026 \(202610\)](#)  
[Timetable Planner](#)  
[Search for Courses](#)  
[Register \(Add/Drop\) Courses](#)  
[Currently Waitlisted Courses](#)  
[Course Consent and Waiver Forms](#)  
[Semester Course and Exam Schedule - by course view](#)  
[Semester Course Schedule - by week view](#)  
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[Late Registration Information](#)  
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**Your Registration Log**

| To Re-register or Drop  | CRN   | Subj | Crse | Sec | Status  | Cred  | Title                                       |
|---|-------|------|------|-----|---|-------|---|
| <b>Registered Courses</b>   |       |      |      |     |   |       |   |
|   | 10315 | ENGL | 1100 | 001 | Registered on 06-FEB-2026   | 3.000 | Reading and Writing about Literature        |
| <b>Registration Unsuccessful</b>  |       |      |      |     |   |       |   |
| <ul style="list-style-type: none"> <li>Click <a href="#">here</a> for an explanation of 'Status' error messages.</li> <li>Click on 'Submit Transactions' to clear errors.</li> <li>If the course you requested is full and the 'Waitlist' action is selected below, you will be added to the waitlist when you click on 'Submit Transactions'. If you do not wish to be added to the waitlist, select 'No Action' from the drop down box prior to clicking on 'Submit Transactions'.</li> </ul> |       |      |      |     |   |       |   |
| Action  | CRN   | Subj | Crse | Sec | Status  | Cred  | Title                                       |
| No Action   | 11061 | ABST | 1102 | W01 | Allocated seats are full-Waitlist open (25 currently on Waitlist) | 3.000 | Aboriginal Culture, Identity, and Community |
| No Action   |       |      |      |     |   |       |   |
| Waitlist  |       |      |      |     |   |       |   |

**Add Courses Worksheet**

- If the course you want to add is listed in 'Your Registration Log', you must use the drop down box in that section to register into the course.
- If you have a current offer to register, and the course is not listed in 'Your Registration Log', enter the CRN below.
- Check [Program Course Packages by Term](#) if you are a program student for a list of your required course sections.

CRNs

Submit Transactions | Course Search | Clear Transactions

Remember to [Print Your Schedule](#) to verify your registered courses.

[ View Holds ]

## 8. Click **Submit Transaction**.

Withdraw Courses - Spring 2026 (202610) | Timetable Planner | Search for Courses | Register (Add/Drop) Courses | **Currently Waitlisted Courses** | Course Consent and Waiver Forms | Semester Course and Exam Schedule - by course view | Semester Course Schedule - by week view | Enrollment Verification Letter | Account Balance & Payments | Activate Your Registration Time | Arts and Science Program Update | Registration Overrides | Computer User IDs

**Late Registration Information**  
[Registration Fee Payment Deadlines](#) for information regarding Course Drops, Refunds and Withdrawals.

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**Find my Textbooks Tool**

**Your Registration Log**

| To Re-register or Drop | CRN   | Subj | Crse | Sec | Status                    | Cred  | Title                                |
|------------------------|-------|------|------|-----|---------------------------|-------|--------------------------------------|
|                        | 10315 | ENGL | 1100 | 001 | Registered on 06-FEB-2026 | 3.000 | Reading and Writing about Literature |

Credits - Total/Max: 3.000/ 16.000

**Registration Unsuccessful**

- click [here](#) for an explanation of 'Status' error messages.
- click on 'Submit Transactions' to clear errors.
- If the course you requested is full and the 'Waitlist' action is selected below, you will be added to the waitlist when you click on 'Submit Transactions'. If you do not wish to be added to the waitlist, select 'No Action' from the drop down box prior to clicking on 'Submit Transactions'.

| Action     | CRN   | Subj | Crse | Sec | Status   | Cred  | Title                                       |
|------------|-------|------|------|-----|--|-------|---|
| (waitlist) | 11061 | ABST | 1102 | W01 | Allocated seats are full-Waitlist open (25 currently on Waitlist.) | 3.000 | Aboriginal Culture, Identity, and Community |

**Add Courses Worksheet**

- If the course you want to add is listed in 'Your Registration Log', you must use the drop down box in that section to register into the course.
- If you have have a current offer to register, and the course is not listed in 'Your Registration Log', enter the CRN below.
- Check [Program Course Packages by Term](#) if you are a program student for a list of your required course sections.

**CRNs**

Remember to [Print Your Schedule](#) to verify your registered courses.

[ View Holds ]

## 9. You will now see the course shows up under **Your Registration Log > Waitlisted Courses** section.

Change Login Profile | **Students** | RETURN TO MENU | SITE MAP | LOGOUT

**Quick Links:** Register (Add/Drop) Courses for

Previous Menu | Select Semester | Withdraw Courses - Spring 2026 (202610) | Timetable Planner | Search for Courses | Register (Add/Drop) Courses | **Currently Waitlisted Courses** | Course Consent and Waiver Forms | Semester Course and Exam Schedule - by course view | Semester Course Schedule - by week view | Enrollment Verification Letter | Account Balance & Payments | Activate Your Registration Time | Arts and Science Program Update | Registration Overrides | Computer User IDs

**Late Registration Information**  
[Registration Fee Payment Deadlines](#) for information regarding Course Drops, Refunds and Withdrawals.

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**Find my Textbooks Tool**

**Your Registration Log**

| To Re-register or Drop | CRN   | Subj | Crse | Sec | Status                    | Cred  | Title                                       |
|------------------------|-------|------|------|-----|---------------------------|-------|---|
|                        | 10315 | ENGL | 1100 | 001 | Registered on 06-FEB-2026 | 3.000 | Reading and Writing about Literature        |
|                        | 11061 | ABST | 1102 | W01 | Waitlisted on 06-FEB-2026 | 0.000 | Aboriginal Culture, Identity, and Community |

Credits - Total/Max: 3.000/ 16.000

**Add Courses Worksheet**

- If the course you want to add is listed in 'Your Registration Log', you must use the drop down box in that section to register into the course.
- If you have have a current offer to register, and the course is not listed in 'Your Registration Log', enter the CRN below.
- Check [Program Course Packages by Term](#) if you are a program student for a list of your required course sections.

**CRNs**

Remember to [Print Your Schedule](#) to verify your registered courses.

[ View Holds ]

10. You can go to the *Currently Waitlisted Courses* page via the hyperlink or by clicking on *Registration > Currently Waitlisted Courses*.

Change Login Profile **Students** RETURN TO STUDENT MENU SITE MAP LOGOUT

**Quick Links:** Registration

- Select Semester
- Withdraw Courses - Spring 2026 (202610)
- Timetable Planner
- Search for Courses
- Register (Add/Drop) Courses
- **Currently Waitlisted Courses**
- Course Consent and Waiver Forms
- Semester Course and Exam Schedule - by course view
- Semester Course Schedule - by week view
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11. On the *Currently Waitlisted Courses* page, you can see your waitlist position of the section under the *Pos* column.

Change Login Profile **Students** MENU SITE MAP LOGOUT

**Quick Links:** Currently Waitlisted Courses for

**IMPORTANT:** If your waitlist position is '0', then you have received an offer to register and you must go to the Register (Add/Drop) Courses page to register for the offered course. □

| Pos                      | CRN   | Subj | Crse | Sec | Waitlisted        | Offer Notification Expiry | Title                            | Type | Day(s) | Time |
|--------------------------|-------|------|------|-----|-------------------|---------------------------|----------------------------------|------|--------|------|
| 26                       | 11061 | ABST | 1102 | W01 | 06 Feb 2026 15:42 |                           | Abstrnl Cltre, Idntty, & Crmmnty | WWW  | -----  |      |
| Instructor(s): Taylor E. |       |      |      |     |                   |                           |                                  |      |        |      |