

Removing Students from Waitlists, Classlists, and Request Removal Lists



It is extremely important to **routinely remove students from waitlists for courses they no longer require**. It is very frustrating to eTeachers, eRegistrars, and DeLCs when students are accepted into courses that are no longer required and quite unfair to other students who remain waitlisted... Thank you very much for your understanding and assistance.


NOTE:


- When you remove students from **waitlists**, they are automatically removed.
- When you remove students from **classlists**, they are NOT automatically removed. Instead, this action generates a **Removal Request** that prompts the eRegistrar or DeLC from the Host Board to officially complete the removal.
 - Note: Sometimes, you may have to cancel a **Removal Request**. You are able to do this at any time up until the request has been completed (i.e., when the eRegistrar or DeLC from the Host Board to officially completes the removal).

To remove a student from a waitlist, classlist, or a request removal list, please:

Go to **Registration – Verify, Remove, Cancel, and Move**.

Search By Name or **OEN** and/or **Filter by Status** and, if necessary, **Semester**, **School**, and/or **Guidance Counsellor**.

For **Accepted** or **Waitlisted** students, click the Action button  and select **Remove**.

For **Removal Requested** students, click the Action button  and select **Cancel Removal Request**.

Stakeholders receive PRISM-generated removal messages as indicated here: http://bit.ly/PRISM_Emails.