

Verifying Registrations for Waitlisted Students



Students may sit on waitlists for some time (particularly if they registered for a course well in advance of its start date). To promote confidence amongst eRegistrars and DeLCs in their acceptance from waitlist decisions, it is **essential that you routinely verify the registrations of your waitlisted students**. Doing so updates their **Verification Dates** (thereby confirming to eRegistrars and DeLCs that the registration is not 'stale' and the course is still required).

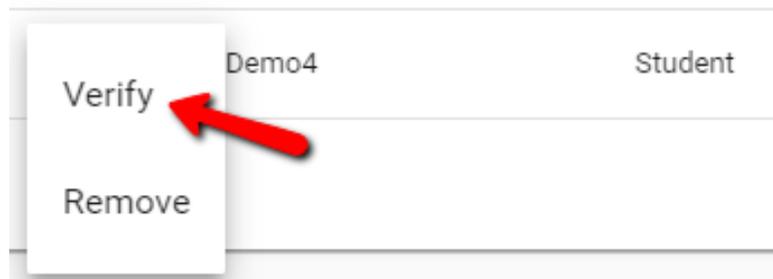
PRISM's **Verification Feature**:

- allows you to verify that a waitlisted student stills requires the course for which the student is waitlisted and, in doing so, date stamps the student's registration with the day on which the verification was made.
- provides another piece of data that helps to inform DeLC and eRegistrar's acceptance from waitlist decisions.

Note: Even though the feature updates students' **Verification Dates**, they are still waitlisted in the order of their **Status Dates** (i.e., the dates on which they originally registered).

To confirm that a waitlisted student still requires a course and to update their **Verification Date**, please:

Go to **Registration – Verify, Remove, and Cancel – Filter by Status: Waitlisted** - [click the **Action** button  next to the student] - **Verify**



Once clicked, the student's **Verification Date** (as shown in the last column) is updated with the current date.

Status Date	Verification Date
Sep 30, 2019	
Sep 25, 2019	Sep 30, 2019

PRISM's Student Verification Feature:

- Four times per year, students who are on one or more waitlists will receive an email asking them to verify whether or not they wish to remain on the waitlist for each course.
- The dates are as follows: 3rd Monday in August; 3rd Monday in September; 1st Monday in January; 2nd Monday in February.
- If the student has responded to this email, you will see one of the icons below in the “Verify and Edit” Screen at the far right end of the student’s row. If the course is still required, you can verify the student enrollment. If the course no longer required, you can remove the student from the waitlist.

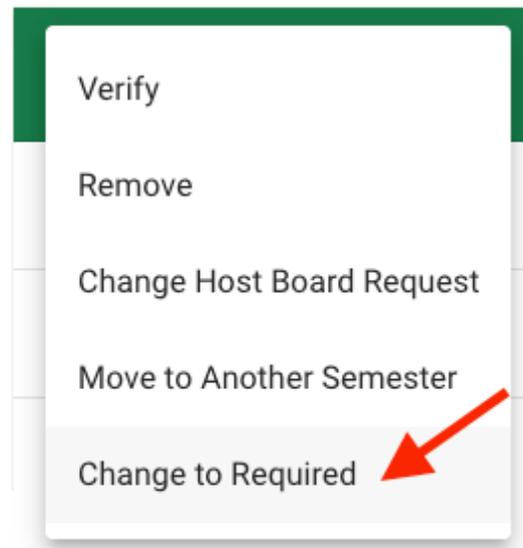
Course Code	Course Type	Semester Name	Offering Board	Status	Position	Status Date	Verification Date	Required?
OLC40	Regular	2 - Regular Semester		 W	36	Sep 16, 2022	Oct 4, 2022	
OLC40	Regular	1 - Semester		 W	29	Sep 16, 2022	Oct 4, 2022	

Student has indicated they no longer need the course

Student has indicated they still require the course

If a student mistakenly clicks the “I still require the course” or the “I no longer need the course” link (or if the student later changes their mind about their selection), their guidance counsellor can always change the Required? Icon.

To change the required icon, click the  action button beside the student name and choose “Change to Required” or “Change to no longer required”



Important Notes:

1. Students cannot Unenroll themselves from a course registration/waitlist. By clicking the links in their emails, they are simply letting their guidance counsellor know their intentions. Ultimately, the guidance counsellor has to unenroll or verify the enrollment.
2. Only school users at the student’s home school can see the “No longer required” or “I still require this course” icons. Other boards are unable to see these icons.