



crs.upd

Online Waitlisting (Student side)

Office of the University Registrar
Academic Information Systems Section

Waitlist Mechanics: Student

- A Student can apply to have a maximum of 20 Waitlist Classes – Enlisted Classes at any given time
- The student can also apply to multiple sections of the same course as well as courses with the same schedules.
- Waitlisted classes are subject to the constraint of existing class schedules obtained by the student during batch runs
- If a student is granted a slot in a section of a course:
 - all other waitlist applications of the same course will be automatically cancelled
 - all other waitlist applications with schedule conflicts to the newly granted course will also be automatically cancelled

Student View

Preenlistment Module

- A. Waitlisting Mode
- B. Waitlisting Mechanics
- C. Class Search
- D. List of Waitlisted Classes, Cancelled Waitlists

Preenlistment Module - Waitlisting Mode

The screenshot shows the University of the Philippines (UP) CRS website. The header features the UP logo and the text "crs.upd" on the left, and a "Logout" button on the right. A search bar is located below the header. The main content area is titled "Preenlistment for [redacted]" and indicates that the "Preenlistment Priority : Regular" is selected. A message states, "Module is now in Waitlisting Mode." An important note explains that students should use Form 5A for registration during the regular period. Two bullet points provide details on class delegations and block enrollment. A "Print Form 5A" button is present, and a blue box contains instructions on using A4-sized paper and adjusting the PDF reader settings. The footer contains quick links to various resources.

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Logout

Search Modules

Main

- Home
- Logout

Pre-Registration

- Preenlistment**
- Student Profile

Dropping

- Dropping

Financial Assistance

- Tuition Loan Application

Student Records

- Grades Viewing
- Payment History
- University Clearance

Student Evaluation of Teaching

- SET Answering

Preenlistment for [redacted]

Preenlistment Priority : **Regular**

Module is now in Waitlisting Mode.

IMPORTANT: One of the new CRS features and procedures to be used starting Summer 2010 registration is the Student-Printed Temporary Registration Form (Form 5A). Under this feature, students will print their own Form 5A so that they can proceed directly to the next step of the registration process (as stipulated by their home college) during the regular registration period.

- **Class delegations** allow units to have control over slots of classes they do not offer. For delegated classes, you may **enlist** at your home unit instead of at the offering unit as long as there are still available slots. For **cancellations**, you may cancel your slots at your home unit through the Online Advising module or at the unit indicated on the "Cancel At" column on the "My Desired Classes" table below.
- Classes that are part of a **block** cannot be enlisted *individually*; thus, if you opt to be part of a **block**, you must be enlisted in *all of the classes* in the block. If you wish to **enlist** on a class that is part of a block but not the block itself, you may request the unit that formed the block to either (1) *increase the non-block slots*, or (2) *remove that class from the block*.

Please print your Form 5A by clicking on the button below.

Print Form 5A

Use A4-sized paper to print your Form 5A.

Please also make sure that your PDF reader is set to **A4-size** (8.3 in x 11.7 in) and **Landscape** orientation before printing. Some readers are set to Letter-size (8.5 in x 11 in) and Portrait orientation by default so you have to adjust your PDF reader accordingly.

This file is in PDF format. If you can't see your Form 5A properly, download a PDF reader [here](#)

Quick Links: Regular Classes Search for Course Catalog Curriculum Checklist Regular Calendar CRS FAQ The CRS Team More ▲

Preenlistment Module - Waitlisting Mechanics

Mechanics on Waitlisting

- **Not Automatically Granted.** Classes that you select in this module are **not automatically granted to you**. You will need to wait for the offering unit to process the waitlists to see if you are granted a slot in your waitlisted classes.
- **Open Waitlists.** You can waitlist in any class as long as it is open. Please see the info on when the waitlist for a certain course will be closed. When the waitlist is closed, you cannot apply for a waitlist anymore. However, a closed waitlist can be opened again at the discretion of the offering unit.
- **Schedule of Waitlist Processing.** It is up to the offering unit on when the waitlists will be processed after it is closed. Do check the remarks section of the class you wish to waitlist in to know when to come back and check the site again to see if a certain waitlisted class has been granted to you. Please contact the offering unit if you have any queries on waitlist processing of their offered courses.
- **Non-Deterministic Assignment.** Granting of class slots is the **prerogative of the offering unit**. The unit can choose to assign the slots in a “first come, first served basis” or by “random assignment” or by any prioritization scheme.
- **Resolution of Conflicts.** There are two types of class conflict: overlapping schedules and same subjects. Since the Waitlisting mode of this module allows you to include multiple classes in your list of desired classes, there will be instances that a granted slot during the processing of waitlists conflicts with another desired subject. For these cases, the granting of a waitlisted class will **automatically cancel all your pending waitlist slots that conflicts with the granted waitlist slot**.
- **Cancellation of Waitlisted Slots.** The unit may choose to reset their waitlists on a regular basis making all current waitlisted slots **cancelled**. If this happens, you may see the cancelled classes under Cancelled Waitlists. Feel free to select the class again in case waitlisting is still open to get another chance of being granted a slot in that respective class.

Class Search

Search for a class

Subject: [Switch to RGEP and PE Search](#)


Search results

Legend:  Block  Delegation

Class Code	Class / Instructors	Credits	Schedule / Room	Waitlisting Schedule	Restrictions / Remarks	Available Slots / Total Slots Demand	Action
45751	Kas 1 THQ1 [Redacted]	3.0	TTh 7-8:30AM lec PH 329	Closed Opens on [Redacted]		5 / 25 0	Waitlist Closed
45752	Kas 1 THQ2 [Redacted]	3.0	TTh 7-8:30AM lec PH 108-110	Open [Redacted]		-1 / 25 0	Add to Waitlist
45753	Kas 1 THQ3 [Redacted]	3.0	TTh 7-8:30AM lec PH 412	Open [Redacted]		4 / 25 0	Add to Waitlist
45754	Kas 1 THQ4 [Redacted]	3.0	TTh 7-8:30AM lec PH 306	Closed		0 / 25 0	Waitlist Closed
45755	Kas 1 THR1 [Redacted]	3.0	TTh 8:30-10AM lec PH 329	Open [Redacted]		2 / 25 0	Add to Waitlist

List of Waitlisted Classes, Cancelled Waitlists

Preenlistment for First Semester [REDACTED]

 You have successfully applied for a waitlist in [REDACTED]

 Enlisted  Waitlisted

Total Units: **0.0**

Show classes: **All** Enlisted

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00AM to 08:30AM		Kas 1 THQ1		Kas 1 THQ1			

[Download Schedule](#)

My Enlisted Classes

Total Units Enlisted: **0**

Rank	Status	Class Code	Class [Available Slots / Total Slots / Demand]	Credits	Instructors / Schedule	Restrictions / Remarks	"Cancel At / By"
No preenlisted classes							

My Waitlisted Classes

Total Units Waitlisted: **3.0**

Class Code	Class [Available Slots / Total Slots / Demand]	Credits	Instructors / Schedule	Restrictions / Remarks	Action
12345	Kas 1 THQ1 5/30/10	3.0	[REDACTED] TTh 7-8:30AM lec PH 329	[REDACTED]	<input type="button" value="Cancel"/>

Cancelled Waitlists

Class Code	Class [Available Slots / Total Slots / Demand]	Credits	Instructors / Schedule	Restrictions / Remarks
56789	Comm 1 WFX 5/30/10	3.0	[REDACTED] WF 7-8:30AM lec PH 329	Cancelled by CAL

Important Notes

- Students are allowed to cancel enlisted classes until the end of the General Waitlisting period. Beyond that, students will have to contact the adviser or to the enlisting unit to cancel the enlisted class/es.

Thank you!