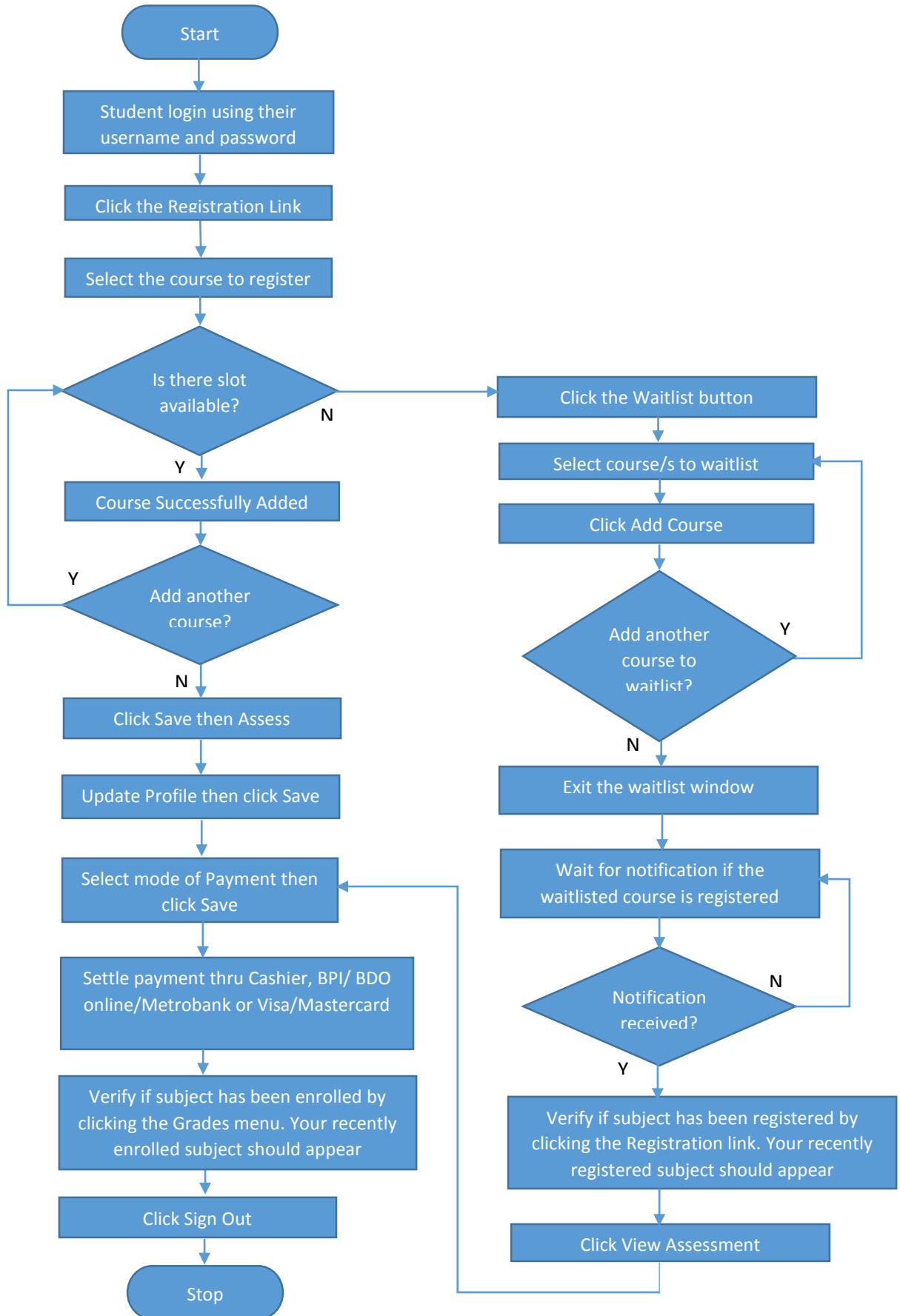


AGSB Registration Process Flow (includes Waitlist)



Frequently Asked Questions for Waitlist

Q. *What courses can I waitlist?*

A. Only courses whose slot are fully occupied and courses that you are allowed to register can be waitlisted.

Q. *How many courses can I waitlist?*

A. Depending on the MAXIMUM ALLOWABLE COURSES that a student can register based on their program. This will compose both the registered and waitlisted courses. For Standard, maximum allowable is 3 courses while for Regis and MM is 2.

Example 1. If a Standard student is already registered to 2 course, then the student can only waitlist for 1 remaining course since the maximum allowable registered course is 3. If the student is registered for 1 courses, then the student can waitlist for 2 courses only.

Q. *Can I pay the first course that I register while waiting for the waitlisted course to be registered?*

A. Yes. You can pay your first registered course while waiting for the waitlisted course. Once paid, you can revisit your student page to see if you are automatically registered to your waitlisted course then settle the payment again using various payment options.

Q. *What happens after Registration cut-off?*

A. Waitlisted students will be automatically registered as long as slots becomes available for those courses they waitlisted.

Q. *Until when can we wait for the waitlisted courses?*

A. Students are given until Saturday, 2PM of the same registration week. After 2 PM, all students in the waitlist will be purge.

Q. *What is the maximum number of student waitlisted in a course?*

A. 5. If the course reached the maximum allowable student waitlist, the system will closed the waitlist provision for that particular course only.

Q. *How will I know if I am automatically registered to my waitlisted course?*

A. The system will notify the student through the student account inbox. It is the responsibility of the student to check the system for this notification.

Q. *Why can't I waitlist some of the courses?*

A. Possible reasons will be that the course reached the maximum allowable students to be waitlisted or the student have reached the maximum allowable courses to be registered in your program

Q. *Can I waitlist for 2 same courses but different schedule?*

A. No.