

**Viewed by:** Learners

**Topic:** Request a place on waitlist for a scheduled offering

**Description:** Registering to a waitlist for a specified scheduled offering where there is no current availability.

**Content:**

After browsing the catalogue (help to do this can be found here: [Browse/search the Learning Zone catalogue](#)) and finding a course you are interested in enrolling onto you can:

- Select the course title or **More**, to view course details
- Select **Assign to Me**, which puts the learning item in your learning plan, but doesn't actually book you onto the course
- Select **See Offerings** to review scheduled offerings available

If you want to book onto a learning item but there are no available spaces for the scheduled offering, select **Waitlist**. The registration page will open and you will be asked to enter **Comments** (optional). Then select **Confirm** to update your **My Learning Assignments** section with waitlisted status for the scheduled offering.

**Note:** If there is no waitlist available, please email the learning team who will be able to advise you on the next course or an alternative offer.

The waiting list is automated (by default) so if a space becomes available on the course, you will automatically be registered to take that place. Therefore you must keep the date of the scheduled offering free to ensure you can attend. The organisation's cancellation policy will apply if you are automatically allocated a space, then find that you can no longer attend the course. A course registration notification is sent to you and your Manager if your place on the course is confirmed.

Please note that some scheduled offering require management approval (by exception). If manager approval is in place, then after you have entered optional **Comments** and selected **Confirm**, a message will appear indicating that the course requires approval for waitlist. Select **Confirm** to proceed.

The system will send you a pending notification of your waitlist request, and your manager an approval notification of your waitlist request which they will have to action. After your manager has reached a decision, you will receive either a waitlist approval notification or a denial notification depending on the decision taken.

If you have any queries please contact [course.booking.enquiries@hants.gov.uk](mailto:course.booking.enquiries@hants.gov.uk)