

This email message is being sent to students in Year 3 BMSc.

Enrollment appointments: have been generated by the Office of the Registrar and posted in Student Center > Academics > Course Registration > Enrollment Appointments. **Your** enrollment appointment represents the first date/time that **you** can access the enrollment system.

Enrollment Cart: located in Student Center > Academics > Course Registration > Enrollment Cart should be filled with the courses in which you'd like to register. When your enrollment appointment arrives, a blue Enrol button will appear for you to click to register in courses.

In your Enrollment Cart, you can see the number of **open spaces within the courses** (and within the specific sections of courses) that are in your cart. For many basic medical science courses, there are blocks of spaces reserved in courses for students in various modules. Although you may see "open spaces" in a particular course (or section within a course) in your Enrollment Cart, the block of spaces reserved for students in your module may have filled. When this happens, you will receive an error message that "available spaces are reserved ..." and you will not be enrolled in the course (or section of the course).

Keep in mind that Year 4 students registered this week and have taken up spaces in some 2000- and 3000-level courses.

The constraint charts for basic medical science courses are available on the webpage for [Access to Courses](#) and should provide you with information about whether you have priority access to a particular course, and whether spaces are reserved or limited for students in your module.

Example of a course with constraints and reserved spaces, and strategies to increase chances of getting into such a course:

Phys Pharm 3000E:

- there are three sections of Phys Pharm 3000E and each section has one block of spaces reserved for students in the Honours Specialization modules in Pharmacology, Physiology, and Phys Pharm, and another block reserved for students in the Majors in Pharmacology and Physiology. If a student in the Major Pharmacology tries to register in section 001 of Phys Pharm 3000E and the block of spaces in this section for students in the Majors has filled, then the student will receive the error message "available spaces are reserved ..." and will not be able to register in section 001.
- To maximize the chances of getting into Phys Pharm 3000E, this student should then try to register for section 002 (and then section 003) if the attempt to register in section 002 is met with the error message.
- If the student is met with the error message for all three sections, then the student should join the waitlist for the section that they think they are most likely to get into (and we cannot predict this 😊 so please don't ask anyone for a prediction).
- Before joining the waitlist, however, we recommend that the student registers in a full-year course that they would trade for a spot in Phys Pharm 3000E if one becomes available. The student should go back into the registration system and "swap" this full-year course for the desired section of Phys Pharm 3000E (and join the waitlist for 3000E during this "swap" transaction"). The student will not be swapped out of the full-year course unless a spot is

available for enrollment from the waitlist on July 26th when the reserved spaces disappear and the priorities of the Adjustment Enrollment Period kick in and waitlists are run and the student is swapped out of the full-year course for the section of Phys Pharm 3000E for which they are waitlisted.

The BMSUE Office (Jen Chambers and I) would ask that students NOT contact the Academic Counselling Office, the Office of the Registrar, and individual departments and instructors about why they have issues with registering in any basic medical science courses. Our office – *Basic Medical Science Undergraduate Education* – is responsible for the coordination of constraints (priorities, reserved spaces and restrictions) on basic medical science departments, as well as determining whether there are underlying issues in the registration system for basic medical science courses. Before contacting either Jen or me, check the [constraint charts](#) to see if there are limited spaces for students in your module, or no priority access for students in your module.

CONSTRAINTS ARE NOT WAIVED FOR BASIC MEDICAL SCIENCE COURSES.

Jen Chambers should be contacted by students in the Honours Specialization and Specialization in IMS, and the Honours Specialization in Neuroscience, if students have checked the constraints charts and are experiencing issues with basic medical science courses.

I should be contacted by students in all other basic medical science modules.

Make sure you use waitlists for courses – but add yourselves to waitlists properly. We've added a bit more information about using waitlists on the webpage for [Access to Courses](#).

... Kathy Boon and Jen Chambers
BMSUE Coordinators