

Waiting List Policy

If a course for which you want to register is full, you can choose to be placed on the waiting list for that course. As space becomes available, students will be removed from the waiting list and enrolled in the course, beginning with the first student on the list.

How to find out if you got into the course:

Log on to your CAMS Student Portal and view your schedule (example below).

The screenshot shows a 'My Schedule' page with a 'Show wait-listed classes?' checkbox checked. Below is a 'Course Schedule' table with columns for Dept, Crs ID, Type, Section, Course Name, Instructor, Days, Room, Time, and Credits. The table lists several courses, including COL 111, COM 101, ECN 202, PSY 101, and THL 105. Below the table, it states 'Total Credits: 13' and 'You are on a waiting list for the following courses:'. A 'Wait Listed Courses' table shows HIS102F, History of the Modern World, with instructor Leck, Ralph, on TR days at 12:30 PM - 01:45 PM.

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Credits
COL	111	N		First Year Experience	DeBruhl, Jeanette	TR	MH-310	02:00 PM - 02:50 PM	1
COM	101	A		Public Speaking	Stillion Southard, Bjorn	MWF	FH-4	08:00 AM - 08:50 AM	3
ECN	202			Principles of Microeconomics	Truesdell, Marie	TR	MH-221	08:00 AM - 09:15 AM	3
PSY	101	A		General Psychology	Camp, Laurel	MWF	MH-216	09:00 AM - 09:50 AM	3
THL	105	G		Introduction to Theology	Staff,	TR	MH-209	09:30 AM - 10:45 AM	3

Course ID	Course Name	Instructor	Days	Time
HIS102F	History of the Modern World	Leck, Ralph	TR	12:30 PM - 01:45 PM

If a course for which you were originally on the waiting list now shows in the top part of your schedule (not under “wait listed courses”), it means that you have been moved into the course and are no longer wait listed! *

If you are still on the waiting list for a course, it will appear at the bottom of your schedule under “wait listed courses” (make sure the “show wait-listed classes” box is checked!)

* Once you get off the waiting list and are added into the course, this enrollment is official. If you have changed your mind and no longer want to be in the course, you **MUST** drop the course using a Schedule Change (Drop/Add) form from the Office of the Registrar (or online before 8 a.m. on the Friday before the semester begins). Otherwise, you will be held academically and financially responsible for the course.

When you will find out if you got into the course:

Waiting lists will be updated regularly between registration and the Friday before classes start. Check your schedule online periodically. Be sure to make a final check the weekend before classes begin. All waiting lists are “frozen” on the Friday before classes start, so if the course does not appear on your schedule by that weekend, you did not get into the course.

What to do if you DON'T get into the course:

If you still want to take the course, follow these steps:

1. Get a Schedule Change (Drop/Add) form from the Office of the Registrar. In the “add” section, fill out the information for the course that you want to take.
2. **Go to the class on the first day that it meets.** Talk to the instructor of the course and ask if you can still add the class. If the instructor says that you can add the course, have him or her sign the Schedule Change (Drop/Add) form. Bring the signed form to the Office of the Registrar for processing.
3. If the instructor will not let you into the class, you can try other sections of the class or see your advisor for advice about a different class that you could try to add. ***There is a deadline for the last day to add a class!*** (typically the Friday of the first week of classes – check the current printed schedule to confirm the exact deadline)

If you do not turn in a signed Schedule Change (Drop/Add) form by the published deadline for adding a course, you are not enrolled in the course, whether or not you were originally on the waiting list. Even if you attend the class regularly, you will not receive credit or a grade for the course unless this step has been completed.