

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. This is a manual process that is overseen by The Office of the Registrar.

General rules about adding yourself to a waiting list:

1. You cannot add yourself to the waiting list for multiple sections of the same course. Doing so will result in being removed from the waiting list for all sections of the course.
2. If you add yourself to the waiting list for a course that conflicts with another course and there is no approved form on file, you will be removed from the waiting list and the next person in line will be moved in.
3. If you add yourself to the waiting list for a course that causes you to exceed your allowable course load you must first gain approval from the Assistant Provost via a signed scheduling form. If there is no approved form on file, you will be removed from the waiting list and the next person in line will be moved in.
4. You may not waitlist yourself for a different section of a course you are already enrolled in. You will be drop from all waitlisted courses that are duplicates of those already on your schedule.
5. Nursing students are not permitted to place themselves on the waiting list for any clinical. Doing so may result in removal from the waiting list.

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 weekend before classes start, so if the course does not appear on your schedule by that weekend, you did not get into the course.

How to find out if you got into the course:

Log on to your CAMS Student Portal and view your schedule.

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 scheduling form from the Office of the Registrar (or online by 11:59pm the Sunday before classes begin). Otherwise, you will be held academically and financially responsible for the course.

What to do if you DON'T get into the course and you still want to take the course:

1. Get a scheduling 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 scheduling 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 schedule of classes packet to confirm the exact deadline).

If you do not turn in a signed scheduling 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.

If you have further questions about the waiting list, please contact
The Office of the Registrar at 317-955-6050 or regis@marian.edu.