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).

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Instructor</th>
<th>Days</th>
<th>Room</th>
<th>Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101: A</td>
<td>Public Speaking</td>
<td>Billson Southard, Bjorn</td>
<td>TR</td>
<td>MH-310</td>
<td>12:20 PM - 01:40 PM</td>
<td>3</td>
</tr>
<tr>
<td>ECR 201: A</td>
<td>Principles of Microeconomics</td>
<td>Trudell, Marie</td>
<td>TR</td>
<td>MH-319</td>
<td>08:00 AM - 10:40 AM</td>
<td>3</td>
</tr>
</tbody>
</table>

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! *

* 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.