



SUBJECT: Academic Affairs

POLICY: 213.1 Waitlist

RELATED PROCEDURE:

EFFECTIVE: April 2013

REVISED:

REVIEWED:

Policy

Students who want to register for classes that are at capacity and are not part of a competitive entry program may add a course with a Waitlist through Banner Web/My Info up to the first day of the semester. On the first day of the semester, faculty may begin adding students using Add Cards or Override Authorization Forms. (Please see the Add Policy for more information.) However, priority will be given to students on the Waitlists in the order they were added to the Waitlist. Students may add courses on Banner Web/My Info up to the end of the third day of fall and spring semesters and the second day of summer semester. After the third class day of fall and spring semesters, and the second class day of summer semester, faculty and division directors must approve any add requests if the course has started.

It is the student's responsibility to add himself or herself to the Waitlist for a closed class, to have a current preferred email in Banner Web/My Info, and to check that email account regularly for email notifications from the Registrar's Office.

If a seat opens in a closed course, an email notification will be sent from the Registrar's Office to the first person on the Waitlist for that course. That student will have 36 hours to log into Banner Web/My Info and register for that open seat. If a student does not register for the class within 36 hours from the time the email was sent, the student will be dropped from the Waitlist and an email notification will be sent to the next student on the Waitlist. Students are notified in the order they are added to the Waitlist.

The Waitlist capacity is set at a minimum of 5 students but may be adjusted dependent on division and college needs. On the first day of the semester, capacities for the Waitlists will be dropped to zero. Students on the Waitlists will remain on the Waitlists; however, no additional students will be able to add themselves to the Waitlists. Dual credit students will not be placed on course Waitlists. (Please see the Dual Credit Policy for more information.)