



**SUBJECT:** Academic Affairs

**POLICY:** 213.1 Waitlist

**RELATED PROCEDURE:** 213.1.1 Waitlist

**EFFECTIVE:** April 2013

**REVISED:** August 2023

**REVIEWED:**

### **Introduction and Purpose**

This policy and accompanying procedure outline the use of waitlists to provide a fair and equitable way for students to wait for a seat to open in a fully enrolled class before a course begins.

### **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 through the second day of the semester. After the second class day of the semester, faculty and division directors must approve any add/override requests if the course has started with priority given to students who are on the waitlist for a course.

It is the students' responsibility to add themselves 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. Dual credit students will not be placed on course Waitlists. (Please see the Dual Credit Policy for more information.)

### **Related Policy**

[310.1 High School Dual Enrollment](#)