

Waitlist Policies

Only Deans and Associate Deans may initiate waitlists. To participate in the waitlist process, the following conditions must be met:

- The waitlist class time must be open on the student's schedule.
- The student may not be enrolled or waitlisted in the same class at another time.
- For a day class, all remaining day sections at a given location must be filled.
- For an evening class, all remaining evening sections, regardless of location, must be filled.
- No waitlists will be initiated for online courses.
- Other policies may apply.

Students not meeting these criteria may be removed from the waitlist.

Please be aware that waitlisted courses do not count toward full-time enrollment status for the purpose of financial aid, veterans' benefits, etc.

Class openings are offered on a first-come basis. An individual student's priority is determined from the date and time he/she was placed on the waitlist. Students attending classes based on waitlist status have no assurance of enrollment in those classes. Additions to a waitlist may be made at any enrollment site.

Waitlist students who are moved onto active class rosters at least one week before the start of the term will be notified by letter and will receive a revised class schedule from the Registrar/Student Records Office.

Waitlist changes after the start of the term must be authorized by the instructor using an electronic override, a Schedule Change form signed by the instructor, or a signed Waitlist letter provided by the Registrar/Student Records Office. Students are responsible for reviewing their schedules and making necessary adjustments to ensure that they are enrolled in the correct number of credit hours.