Policy Title: *Class Waitlists*

Policy Status: ☒New

☐Revision

☐Supersedes existing policy titled: Click here to enter text.

☐Deletion

Policy Purpose/Reason: To streamline efficiency in allowing students to enroll in needed classes by or very soon after the first course session and minimize the likelihood that waitlists are "blocked" by students no longer interested in enrolling

Effective Date of Policy (Note: Enter a date here only if the effective date is not next July 1):

Background: Click here to enter text.

Definitions: Click here to enter text.

Full Policy Statement: Automated waitlists are available to students during the registration process. For general classes, when a seat opens, the first student on the list is emailed and given a time period within which the student can add the course. It is the student's responsibility to check their CMU email for notification that their waitlisted class has opened. Failure to register within the designated time frame will result in the student being removed from the waitlist and the opportunity moving to the next student on the list. The electronic waitlist is deleted after the first week of a sixteen-week class ($1/16^{th}$ of the class for non-standard parts of term).

Electronic waitlists for classes with co-requisites (lecture/lab combinations) are administered by the Registrar's Office. The open spaces are given to the first student on the waitlist who can be successfully registered for both the lecture and lab. The waitlist on co-requisite classes will be cleared the Friday before the semester starts to ensure class/lab combinations fill.

The time limit to add from the waitlist will drop from 72 hours to 48 hours the week before school starts and down to 24 hours once classes begin. Students still wishing to add a closed class after the waitlist has been deleted must submit a completed Change of Schedule form with the instructor's signature to the Registrar's Office prior to the add deadline (class census).

Exclusions or Special Circumstances: Click here to enter text.

Policy Summary for Catalog:

Related Documents:

        Policies: Click here to enter text.

Forms: Click here to enter text.

Other: Click here to enter text.

Approved by (signatures as applicable):

Faculty Senate Committee: Academic Policies Committee Approval 11/26/2012_____

Faculty Senate: Faculty Senate Action 2/21/2013_____ _

Vice President for Academic Affairs: Approval from Carol Futhey, 5/15/2013

President _____NA_____/date_____

Board of Trustees (if applicable)_____NA_____/date_____

Expiration Date (if applicable): Click here to enter text.