

## All About Waitlists

If students want to register for a course, but the course is already full, they usually have the option to put themselves on a waitlist (WL) via the online UCD Access system. *WLs require the students to be proactive and monitor their schedules carefully.*

### Automatically moving from the waitlist to the “enrolled” list

- From the beginning of course registration through the end of the first week of classes, whenever enrolled students drop out of a full course, students on the WL are automatically added to fill the space. For example, if a student is #1 on the WL, and someone drops, #1 will automatically be enrolled. Everyone else on the WL then moves up one step.
- Another way for students to get enrolled from the WL through the first week of classes is if the department determines to open up more seats. For example, if the department opens 5 more seats, then the first 5 people on the WL are automatically enrolled.
- Some of the CAM WLs are **prioritized**. This means that majors usually get moved up more quickly than non-majors, and that seniors move up before lower classmen. So if students notice their WL position moving down, rather than up, that's probably why.

### Still on the waitlist on the 1<sup>st</sup> day of class?

- If students are still on the WL on the first day of the class, they are encouraged to **go to class** and participate. Sometimes the instructor will address the WL issues during the first class. If not, students should approach the instructor after the first class to ask about the likelihood of becoming enrolled. If it is an **online class**, students should be able to login beginning this first day. Students are then encouraged to email the instructor to ask about the WL.
- Students may still drop courses during the first week of the semester without being charged drop fees, thus allowing WL students to become automatically enrolled.

### Still not enrolled in the course at the end of the 1<sup>st</sup> week of the semester?

- At the end of the first week of the semester, the WLs are dissolved. This means that all students still sitting on the WL after the first week of classes will automatically be dropped – completely. The course will no longer appear on their schedules.
- Once the WL is dissolved, it is at the instructor's and (for College of Arts & Media courses) Department Chair's discretion to allow additional students into the course. There is no requirement that instructors and departments have to let in additional students. Allowing additional students requires careful assessment of multiple factors.
- For Spring 2012 College of Arts & Media courses (music, theatre/film, visual arts), students should request permission to add the course as soon as possible and **no later than 5pm on Friday, January 27**, filling out part I of a Schedule Adjustment Form (SAF) and giving it to the instructor. Blank SAFs are available in Arts 177. The instructor reviews the request and, if she/he gives preliminary approval, signs and dates the SAF, notes the reason for the request in the margin, and forwards the SAF directly to the Department Chair as soon as possible and no later than 10am on Tuesday, January 31. If the Chair gives final approval, she/he signs and dates beneath the instructor's signature on the SAF, and the student will be notified at her/his university-assigned email address that final permission has been granted and that the signed SAF is ready for pick-up from the department. **To add the course, the student must submit the signed/approved Schedule Adjustment Form to the Service Center (North Classroom 1003) by 5pm on Wednesday, February 1.** If the Chair determines not to approve adding the course, the department will notify the student at her/his university-assigned email address.
- For courses outside the College of Arts & Media, the add policy may be different. Please consult your instructor for information and next steps.

### Additional important information

- If you are waitlisted but then decide that you no longer want to take the course, be certain to drop the course through the UCD Access system by the first week of the semester and print out a new copy of your schedule. If you do not drop and then (without realizing it) automatically move from the waitlist to being enrolled – and then never attend the course – you will end up with an “F” at the end of the semester, and you will be assessed tuition for the course.
- Please contact [CAMadvising@ucdenver.edu](mailto:CAMadvising@ucdenver.edu) with any questions.