

## St. John Fisher College Course Registration Waitlist Policy

A wait list is an electronic list of students who are waiting to register for a full class. Students may sign up for this when they attempt to register for a section that has reached its capacity. When a space becomes available, the first student on the registration wait list is notified via email.

Note: not all courses have waitlists.

- 1) The number of slots on the waitlist is determined by the department chair.
- 2) Any eligible student wishing to enroll in a course that has reached its authorized capacity *may add themselves to a course's waitlist*. A student is wait listed in the order in which he/she attempts to register for the course. Class standing (FR, SO, JR, SR) and/or other criteria as determined by the department may be used to prioritize the order of students on the waitlist. Class standing is determined by number of credits earned, not years of attendance.
- 3) If a registered student in a full section drops the course, the vacated place is offered automatically, by e- mail, to the first person on the waitlist. **The offer is valid for 24 hours. If the offer is not accepted during that period, the place is offered automatically to the next person on the waitlist.** The Chair of the department will manage the waitlists and can prioritize students on the waitlist. Students can see their position on the waitlist in Fish'R'Net. If a student fails to register during the 24-hour period, they may add themselves again to the end of the waitlist.
- 4) The waitlist will be in effect until the end of the online add period for the class. At that time all students who remain on the waitlist are dropped from the waitlist.
- 5) Being on the waitlist does not guarantee registration in the class or that a new section will be made available for the same time frame or instructor.
- 6) A student on a waitlist may attend the waitlisted course, only if seating is available and with the instructor's permission.
- 7) In order to be waitlisted, a student must meet all registration requirements such as pre-requisites and class standing of have overrides in place. *Students may not be on a waitlist for a section of the same course in which they are already enrolled.*
- 8) If the student no longer wishes to remain on the wait list, then they should drop the course using Fish'R'Net.