

# SAINT MARY'S COLLEGE

## Office of the Registrar WAIT LIST INSTRUCTIONS FOR STUDENTS

### WAIT LIST POLICIES

- Once a course has reached maximum enrollment, a student may be given the option to be added to a wait list (the wait list option is available at the discretion of the department or instructor).
- Being on a wait list does not mean a student will automatically be added to a class if an opening occurs.
- The instructor may choose the criteria with which to select which students on the wait list get priority to add the class when openings become available, and the student has the responsibility to properly add the course (see Procedures below).
- The instructor will receive an email notification when a student is added to the waitlist.
- The instructor will receive an email notification when there are students on the waitlist and an opening occurs.
- The instructor will send email to the student selected from the wait list telling her she may add the class.
- The instructor will grant "electronic permission" to the student so she may add the class via PRISM.
- The student will have 48 hours to add the class during the open registration period at the end of pre-registration (through June 1 for Fall, through January 1 for Spring), and 24 hours to add the course from the day before classes start until the last day to add.
  - After receiving the email notification, if the student is no longer interested in adding this course she should notify the instructor as soon as possible, and also drop the waitlisted course via PRISM.
- The student must add the course via PRISM within the 24/48 hour time limit and before midnight on the last day to add.
- The permission will be removed if the student does not add the course during the allotted time.
- Students who no longer wish to remain on a wait list for a course should drop off the wait list so others may be added.

### WAIT LIST PROCEDURES IN PRISM (Register, Add Or Drop Classes Menu)

#### Wait List Options

- If you add a course that is closed and has a waitlist, you will get a *Registration Add Error* and the *Status* will be *Closed – XXX Waitlisted*. You must then choose one of the following procedures:
  - If you choose to be placed on the waitlist, be sure *Wait list via PRISM* appears in the *ACTION* drop down box, then click on the **SUBMIT CHANGES** button. After processing, the course will appear on your list of courses in the *Add or Drop Classes* page with a status of *Waitlist via PRISM on [DATE]*. The course will also appear on the *Detail Schedule* in PRISM with a *Wait List* status, but will NOT appear on the *Schedule by Week*.
  - If you choose NOT to be added to the waitlist, be sure *None* appears in the *Action* drop down box, then click on the **SUBMIT CHANGES** button, and the course will be removed.

#### To Add the Course When Granted Permission

- Once you are on the wait list, you must receive permission to add the course from the instructor.
- After this email is received, the student must first drop the waitlisted course (choose *Drop a Course (Web)* from the *Action* drop down box. Click on **SUBMIT CHANGES**
- After the wait listed course is dropped, enter the course CRN in the *Add Classes Worksheet* section; click on **SUBMIT CHANGES**
- The course should come back as *Registered via Web on [Date]* in the *Status* column.
  - If the course comes back "closed" again, the instructor failed to grant the "electronic permission" necessary for you to add. Please contact the instructor or department chair or secretary.

If you have any questions regarding this procedure, please contact the Office of the Registrar during normal business hours at 284-4560 or email registrar@saintmarys.edu