

## ***LSBE WAITING LIST PROCEDURES***

LSBE courses utilize the online waiting list system. There are some exceptions, such as internships and independent studies, which require instructor consent. Some non-LSBE classes on campus do not utilize wait lists, so check with other departments or colleges about their wait list procedures.

### **How to add yourself to the online wait list?**

- ◆ Verify that you have completed the proper course pre-requisites. If you have not met all pre-requisites, you will not be able to add yourself to the waiting list.
- ◆ If a class you really need is closed, and you meet the pre-requisites, add yourself to the wait list in the same way you would add yourself to any class. On the enrollment preferences page, simply click the Add to Wait List box. The courses you wait list for will appear on your enrollment summary.

### **What happens once you are on the wait list?**

- ◆ Advising Office Staff will prioritize students (see below) who put themselves on the waiting list during the registration period. *Note: Students who wait list **AFTER** the registration period will stay on the list in date order.*
- ◆ LSBE faculty and staff WILL NOT give out information on wait list positions; please do not ask.
- ◆ If a seat becomes available, the registration system will attempt to put the first student on the waiting list into the class. If the attempt is successful, the student will receive an e-mail stating they got into the class. If there was a problem that prevented the student from getting into the course, the system will send an e-mail stating the problem and then move on to the next student on the waiting list.
- ◆ If you are registered for a course that is a time conflict with a wait listed course, then make sure you set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class). Or, if adding your wait list class puts you over 20 credits, then determine which class is least important and set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class).
- ◆ If you are still on a waiting list when the term begins and still want the class, you must attend the first day of class to see if the instructor can add you once attendance has been taken. If you can be added to the class, a permission number will then be given either by instructors or department administrative assistants. **YOU ARE RESPONSIBLE FOR ADDING THE CLASS YOURSELF.** Choose the swap option to add and drop courses so tuition is not negatively impacted.

### **Wait List Priority**

1. Wait List order will be determined by the time that you place yourself on the waiting list, which means first-come, first-served basis. There are two reasons why your wait list order may be adjusted:
  - a. Graduating seniors will move to the top of the list and will be put in registration appointment date/time order.
  - b. If you are repeating a course, you will be moved to the bottom of the wait list.