

## Waitlist Policy

ACADEMIC AFFAIRS

Academics / Scheduling

Policy Owner: Provost and Vice President of Academic Affairs

*Effective date:* March 1, 2024

*Approval date:* March 1, 2024

*Schedule for Review:* Spring 2029

### Policy Summary:

This policy establishes the utilization of waitlisting functionality for undergraduate courses at Fort Lewis College, providing a fair and efficient process for students to enroll in closed courses when seats become available.

### Policy Statement:

All sections of undergraduate courses will offer waitlisting once the enrollment limit is reached, with the following exceptions:

- Courses that require a lecture and separate lab format.
- Course sections designated as “Instructor Permission” required during the scheduling process.

### Key Guidelines:

- Waitlists will be set at a minimum of 50% of the course’s enrollment cap. For example, a course with 20 seats will allow a waitlist of at least 10.
- Waitlists will be cleared, and the function suspended, at 11:59 p.m. on the third day of the term.
- Students may join waitlists if they meet all prerequisites and co-requisites for the course.
- Students may:
  - Waitlist for a course already registered at capacity.
  - Waitlist for multiple sections of the same course.
  - Waitlist for a section even if enrolled in another section of that course.
- Placement on the waitlist is determined by the order of registration and cannot be altered.

### Notification and Seat Offers:

- Students will be notified of seat availability via a workday notification.
- Seats will remain available for at least 36 hours for the student to register.

- Notifications will specify if extended timeframes apply.
- Failure to act on an offered seat results in the student being placed at the bottom of the waitlist.

Students are responsible for registering themselves into the course upon receiving a notification.

Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar

*For enforcement of the policy:* College Registrar

Definitions:

**Waitlist:** A system allowing students to queue for a closed course and receive notifications as seats become available.

**Procedures:** Procedures for registering for courses, including those with a waitlist, are maintained on the Skyhawk Station website.

Cross-Referenced Policies:

Consequences of Non-Compliance:

Review and Revision History:

Originally established July 28, 2015. The policy was revised March 1, 2024 to allow students to waitlist for multiple sections of a course.