

IMPORTANT REMINDER - the wait-list period is now two days. This was adjusted last year to allow students to more quickly take advantage of open seats, maximize the number of seats offered between semesters, and settle courses before the add/drop period begins.

As always, faculty can change the order of students on the waitlist by emailing Hayley Bentley at hbentley@lclark.edu, Robin Jarecki at rjarecki@lclark.edu, or Judy Finch at finchj@lclark.edu. (Sorry – still a manual process.)

We normally begin processing wait-lists on the Wednesday after the second round of registration ends. Students will be offered seats in sections as seats open up, in the order they put themselves on the waitlists (or as modified by faculty).

Students will not be moved directly into classes, but will be given "permission" to register from the waitlist. This allows them to use WebAdvisor to make any necessary adjustments to their schedules and add their waitlisted classes.

Students can register/waitlist themselves for sections through mid-August. After registration ends (typically one week before NSO begins), no one can be added to the waitlist, and wait-list processing will be suspended. After this, the only way for a student to register in a course is with the instructor's consent on an add/drop slip (no emails please) during the add/drop period.

Some boring technical details:

Please note that vacancies for courses with labs are filled by the queue in the LAB section. The wait-list for the lecture section is essentially irrelevant and frequently cleared so that students in the lab sections can register as seats become available. The logic here is that if there is an open seat in the specific lab which the student can take, there will always be a seat in the lecture.

When you view your waitlist, the waitlist is usually arranged in "status date" order unless modified by the instructor. When we grant a student permission to register, that act creates a new status date – the date which permission was granted. Hence, don't be surprised that students who are given permission will drop to the bottom of the waitlist on your roster. This is normal.

The student will have two days to register for the class. If the student doesn't take advantage of the seat in that time period, s/he will be dropped from the wait-list and the seat offered to the next person in line.

Students will be sent an email with all of this information today and will be advised to check their LC email accounts (even throughout the summer break) at least once a day so that they do not miss an opportunity.

If you have questions, you may contact Hayley Bentley, Robin Jarecki or Judy Finch.