

## UNDERGRADUATE/GRADUATE INSTRUCTIONS FOR WAITLISTS

1. When a course that you request has reached the capacity set by the department, you will be asked electronically whether you want to be added to the waitlist or cancel the request. If you want to be waitlisted, you should respond with **“W”** (for waitlist). Some courses have waitlist caps so that after the waitlist is full, you will not be added to the waitlist either.
2. Register for an alternate course(s) for now – you can drop the alternate course should a seat become available in your wait listed course(s).
3. You will be notified by VU email if a seat becomes available in the course(s). The email messages are processed and sent early each morning once a day. **The message will give you instructions and a deadline by which you must register** for the course if you still wish to add it. If you do nothing, your name will be removed from the course waitlist and the seat will be offered to the next student. If you no longer need or want this course, please remove the course from your list of Preferred Sections (you can do this at any time).
4. You can see your priority ranking and the size of the waitlist on DataVU. Your waitlist ranking may change (either up or down) as additional students register, particularly if a department has given priority to certain groups of students for a course.
5. Christ College, geography, and meteorology courses do not have electronic wait lists. Contact the departmental representative for information about getting into these courses.
6. A list of departmental contact persons with their phone and e-mail address is available at: <http://www.valpo.edu/registrar/deptcontacts.pdf>
7. Wait (this is the hard part!) until the departmental waitlist administrator has had a chance to review the class rosters and waitlists. They may decide to increase the size of the class, create another section, or distribute students within given sections. **Do not** contact them unless you have **very special** circumstances that warrant an exception to the waitlist. If you do contact them, be sure to give your full name, class, major, and reason for needing the course, in order to better inform them and assist in making their decision.
8. Wait lists will expire on the last day of drop/add for the semester.