

# WAIT LIST AND CLASS PERMISSION PROCEDURES

**Following are important reminders and procedures for both the Wait List and Class Permission processes:**

## **Wait Lists:**

- 1) When students attempt to register for a class that has reached its enrollment capacity, an "OK to Wait list?" check box will appear. If students elect to be on a Wait List, their study list on Campus Connection will indicate their order on the Wait List.
- 2) The Wait List process runs nightly until the last day to add classes online (7th full class day of the semester). After this date, the Wait List process will no longer run for the semester.
- 3) When students drop courses for which other students are Wait Listed, it may appear as though seats are available. However, no student can add this class until the Wait List process runs and adds/checks those on the Wait List first.
- 3) Students are responsible for checking their Study List regularly to see if wait listed courses have been added to their schedule. Students are not automatically notified when added to a course via the Wait List. The last day to add online also is the last day to drop individual courses for a 100% refund, if applicable. If students no longer wish to be on a Wait List, they should drop it on Campus Connection by this date to avoid being added through the Wait List process, and charged accordingly.
- 4) Students are not added to classes via the Wait List process if: a) they have holds that prevent adds on Campus Connection, b) they already are enrolled in another section of the same course (duplicate registration is not permitted unless the course is marked as repeatable for credit), or c) the Wait List process is no longer running for the session (after the last day to add online).
- 5) If students no longer wish to be enrolled in a course added via the Wait List, they are responsible for dropping the course on Campus Connection according to the posted dates and deadlines.
- 6) If students are not added to a class via the Wait List by the last day to add online, they should contact the department for enrollment options (ie: class permit). Students may see their order on the Wait List, however, class rosters available to faculty currently do not have this order included.
- 7) If desired, departments should print off Wait List rosters by this date, as the Campus Connection Wait Lists will be purged when the process ceases after the last day to add online.

### **Class Permissions:**

- 1) Prior to the last day to add online, departments are encouraged to issue electronic permits via Campus Connection for restricted classes (instructions available at <http://www.ndsu.nodak.edu/registrar/connect/permissions.pdf>). Goldenrod permits will be accepted in 110 Ceres Hall as well.
- 2) Permits issued to students (either electronic or goldenrod) will override course limits as well as any students on a Wait List, so please consider those on a Wait List before issuing class permits.
- 3) Permits should not be issued that override careers (graduate or undergraduate standing). In PeopleSoft, undergraduate and graduate records are separate and consequences of registering in a wrong career may result in students not earning credit for the appropriate program of study/level. Rather, in conjunction with the Graduate School, a special process has been developed to enroll cross/dual-career students (contact Registration and Records or Graduate School for more information).
- 4) After the last day to add online, students may only be added to a class with a goldenrod Class Permit presented to 110 Ceres Hall. The electronic class permission feature in PeopleSoft will no longer work after the last day to add classes online.

#### Notes:

- Deadlines for variable length courses are prorated based on the length of the course.
- Select courses are not set up for the Wait List option.