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## Policy Name

15.4270 Course Waitlist

## Purpose and Scope

This policy outlines the operation of course section waitlists during open registration periods.

## Responsibilities

Title or Role	Definition and What They are Responsible For
<b>Registrar</b>	Maintains and enforces this policy.
<b>Senior Vice President of Academic Affairs and Provost</b>	Serves as approval for policy and assists with reviewing exceptions to the policy.
<b>Senior Leadership Team</b>	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

Course waitlists open when term registration is active. Active registration is defined as the first day of priority registration through the end of add/drop for the respective term session. After this point, all waitlists are deactivated for the session. At the end of add/drop for the respective term session, any students still on the waitlist will remain on the waitlist, but the automated waitlist emails will stop, and students will not be able to add themselves from the waitlist if a seat has opened. If a student receives a waitlist notification email due to a technology glitch after the add/drop date, the student will not be able to add the course. If a student receives a waitlist notification email on the last day of add/drop, the student will not have the full timeframe to register for the course, they will have until 11:59 PM on the last day of add/drop.

Students will be informed of their waitlist status via automated email sent to their Alvernia University student email address. Upon receipt of the automated seat open email, students have **24 hours** to register for the course. If the student does not register for the course within 24 hours, the student will be moved to the bottom of the waitlist and the open spot will be offered via automated email to the next student on the waitlist.

The waitlist is not a guarantee of eventual enrollment in a course section. Only students towards the top of the waitlist typically have a chance of registering for the course. Students should always choose alternate classes in case they are unable to move off the waitlist into the course section desired.

Students should not waitlist themselves for course sections for which they are missing pre- or corequisites. To add to a waitlist, a student must have already fulfilled the pre- or corequisite requirement. To register in a course with a prerequisite, the student must have successfully completed the prerequisite beforehand or be enrolled in it during the semester immediately preceding registration for the course that requires the prerequisite. If a student fails the prerequisite, the student should drop the existing course registration related to the prerequisite. In the event the student fails to so drop the course, the course will be administratively dropped.

It is the responsibility of the student to check the status of the waitlist. If a student no longer wishes to remain on this waitlist, then they should drop through the student self-service portal. This will allow other students to add to the waitlist.

## Waitlist Priority

Alvernia University reserves the right to add students to courses with waitlists without regard to the position of students on the waitlist in the following situations:

- A student requires the course in order to graduate before the course is scheduled to be offered again in the department rotation.
- A student is required to complete the course in order to progress within their program before the course is scheduled to be offered again in the department rotation.
- A student requires the course in order to maintain full-time status for federal financial aid reasons, no alternative course is available, and the Department Chair and Dean support the request.

## Policy and Procedure Details for Students

- Any eligible student wishing to enroll in a course section that has reached its authorized capacity may add themselves to one section of that course's waitlist.
- Students are granted a waitlist position in the order in which they attempt to waitlist the course.
- It is the students' responsibility to check the status of the waitlist, monitor university email, and register in self-service before the deadline.
- Students may not waitlist or register for a course if a registration hold exists preventing registration.
- Students on a waitlist are not officially enrolled in that course, are not eligible to receive a grade in that course and are not charged tuition or fees until registered.
- Waitlisted courses do not count towards official registration and cannot be considered when calculating full-time status.
- Being on the waitlist does not guarantee registration in the course section.
- Students must meet any course or section restrictions, and prerequisite or corequisite requirements, to be considered eligible to waitlist.
- Departments have the right to increase course capacity to allow specific students to enroll in the classes. This will not affect the waitlist positions.
- Students who no longer wish to remain on the waitlist should drop their waitlist status.
- Certain course section seats are reserved for specific student populations. Seat reservation will be indicated on the course section description. Alvernia's ERP system may permit students to add themselves to the waitlist for these courses, **however**, the course section description on the ERP system supercedes the student's inclusion on the waitlist. If a student is not in the appropriate student population, the student may be removed from the waitlist and, if not removed, the student will not be able to register themselves for the course if they receive an automated email indicating they can add the course. Students wishing to add to a reserved course should consult with their advisor to complete the proper form.
- Students must contact the department chair for the department offering the class or the instructor to request class permission if the section indicates *department or instructor consent required* in the section search.
- When a student is given the opportunity to add themselves from the waitlist to the course section, they are responsible for arranging their schedule in order to accommodate other courses. Students are not permitted to register for courses with overlapping course times for courses in which they are registered or are registering.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Course Registration Override Registration Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia Portal.

## References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

### References

N/A

### Related Policies

[15.4280 Registration Priority](#)

## Exhibits

This section contains any forms or exhibits referenced by this policy.

[Course Registration Override Registration Form](#)

## Document Review Log

Date Reviewed	Description of Changes
3/4/2025	Initial Draft
3/5/2025	Sent to Provost Office for Review
5/8/2025	SLT Approved