

(See reverse for instructions on obtaining waitlist information.)

Procedures for faculty wishing to CLOSE their waitlists & generate add authorization numbers:

- Faculty may access their rosters and generate add authorization numbers as early as 48 hours prior to the start of instruction, which triggers the closing of the waitlist.
- Students who have been notified that a seat has become available and have not yet registered will get a reminder email to take action prior to the start of instruction.
- Students still on the waitlist prior to the first day of instruction will receive a reminder email that they must show up on the first day of class to receive an add authorization number.
- If, after instruction begins, an instructor wishes to add more students into the course, students on the waitlist who are present on the first day of instruction will be added first in the order they appear on the waitlist.
- Once the waitlist is exhausted, an instructor can give add authorization numbers to students based on priority numbers, as is the current procedure.
- The number of adds is determined by the instructor; the waitlist and priority numbers only establish the order by which students are added.
- Students who remain on the waitlist once instruction begins will need to be present on the first day of class in order to receive an add authorization number.