

Department of Asian Languages and Cultures

Waitlist Policy

All Department of Asian Languages and Cultures (ALC) courses will have electronic waitlists of 99 on Wolverine Access. Students interested in taking an ALC course that has filled should add their name to the appropriate waitlist online.

From the first day of registration until the last business day before the first day of classes, the option of “Batch Permissions” will be utilized on Wolverine Access. This will automatically issue overrides to students when a spot opens up in a course. Additionally, a staff member from ALC will monitor enrollments regularly. Students with a declared ALC major or minor may be given preference in regard to overrides, but otherwise they will be issued according to waitlist order.

When classes are not in session, the expiration date of an override from a waitlist will be seven days (including weekends). Overrides issued during the semester will expire in two days (including weekends). If the student does not accept the override within that time, then the next eligible student on the waitlist will be issued one. Please note that if waitlisted students do not use their overrides in time, they are automatically dropped from the waitlist and must re-add themselves to be eligible for an override at a later date.

On the first day of class, “Batch Permissions” will be turned off for all ASIANLAN courses; overrides for ASIANLAN courses will not be issued without the consent of the instructor of the course. The “Batch Permissions” will be turned off for all ASIAN courses at the end of the second week of classes. At this time, waitlisted students should seek out the instructor for permission into the course. In all instances, instructors have final authority on whether overrides are issued.

Students seeking an override in person from an instructor may come to suite 4111 in the South Thayer Building to get an override form and return it, with the proper information and signatures, to the Curriculum Assistant.

Students Should Be Advised of the Following:

Registration on an ALC waitlist does not guarantee that A) the student will be given an override into the class at any time, or B) the first person on the waitlist will be the first person offered an override, since preference may be given to students who have declared an ALC major or minor.

Students can only waitlist for one section of a particular course. In other words, if there are multiple discussion sections for a lecture/discussion course, the student must waitlist for the discussion section s/he prefers most.

Some ALC courses are not required by LSA to have waitlists when registration begins because of controlled enrollment. In those cases, waitlists will not be created until the class fills completely. At that point, the above policy will be followed.