Waitlist and Permission Policies

If a Communication Studies class is full students may add themselves to the waitlist in Wolverine Access. **Waitlist priority is determined by the department policy below.** These policies will be used to determine which students are accepted into class from the waitlist. **DO NOT e-mail the professor for permission!**

**COMM 101, 102 & 121**
1. Sophomores (54 credits or less minus AP credit)
2. Freshmen
3. Juniors
4. Seniors

**COMM 122**
*(Prerequisite: Comm 121)*
1. Juniors (84 credits or less minus AP credit)
2. Sophomores
3. Freshmen
4. Seniors

**200-Level Core Courses**
*(Prerequisite: 271: Comm 101; Prerequisite: 261&281: Comm 102)*
1. Senior declared majors
2. Junior declared majors
3. Sophomore declared majors
4. All other undergraduate students in order of sequence on the waitlist

**300-Level – COMM 449 Courses**
1. Senior declared majors
2. Junior declared majors
3. Sophomore declared majors
4. All other undergraduate students in order of sequence on the waitlist
*(All students enrolled in Comm 350-399 (ULWR) must complete all writing assignments whether or not they are seeking ULWR credit.)*

**COMM 450-499 Capstone Seminars**
1. Senior declared majors ONLY in order of sequence on the waitlist.

Permissions and the 2-Class Rule
Department policy requires students to attend the first two seminars or lectures of a course. For courses with discussion/lab sections, students must attend the first two lectures and the first discussion/lab section. Faculty may administratively drop students from a course if they fail to attend according to this policy.

Permission Priorities
The department’s established priorities will be used to grant permissions. Students who are registered in one section of a class, but wish to switch sections, will NOT be given priority over any student on the Wolverine Access waitlist.

Permission Procedures
1) Instructors submit permission forms to department staff who will issue permissions within 24 business hours.
2) Students will receive an e-mail with registration information from Wolverine Access. Permissions will be valid for 3 days and will expire at midnight on the third day (including weekends).
3) If a permission is not used by the expiration date, the student will be automatically dropped from the waitlist by Wolverine Access, and the permission will be issued to the next student according to the waitlist priorities.
4) After receiving permission, students must add the class via Wolverine Access to become officially enrolled. In all cases, it is the student's responsibility to insure proper registration in a course.