

## Waitlists in Undergraduate Courses

*Policy Adopted February 13, 2013 and Revised August 1, 2013*

### Part One: Best Practices

#### 1. Courses with Multiple Lecture- & Multiple Discussion-Sections

1. When registration begins, there are no waitlists.
2. If all discussion-sections fill, then a waitlist is created for each discussion-section.
3. All discussion-sections in all lecture-sections of the same course must fill before any waitlists are created for the course.
4. Waitlists are created at the discussion-section level, not the lecture-section level. If the course fills, and if an enrolled student then drops the course, the vacated place is offered automatically, by e-mail, to the first person on the waitlist for the dropped discussion-section. The offer is valid for 48 hours. If the offer is not accepted during that period, the place is offered automatically to the next person on the waitlist for that discussion-section. Waitlisted students who fail to accept offered places are repositioned at the end of the waitlist.
5. If this is a 300-level course, then the lecture-section enrollment of students with senior standing is capped initially at 20. Senior standing is determined by the number of credit-hours completed toward a U-M degree, not by number of years at U-M. (In other words, advanced placement and transfer credits affect class standing.)
6. If this is a 300-level course, and if the senior-standing cap is reached, then seniors are allowed neither to enroll nor to join a waitlist until one day after the sophomore-standing students with the lowest registration priority are allowed to register. If places are unavailable at that time, then seniors may join the waitlist.
7. The day before the first day of classes, all waitlisted students who failed to accept an offered override in the course are dropped from the waitlist. If no students remain on the waitlist, the course is opened again for enrollment. 1

## 2. Courses with One Lecture & Multiple Discussion-Sections

1. When registration begins, there are waitlists.
2. Waitlists are at the discussion-section level, not the lecture-section level. If the course fills, and if an enrolled student then drops the course, the vacated place is offered automatically, by e-mail, to the first person on the waitlist for the dropped discussion-section. The offer is valid for 48 hours. If the offer is not accepted during that period, the place is offered automatically to the next person on the waitlist for that discussion-section. Waitlisted students who fail to accept offered places are repositioned at the end of the waitlist.
3. If this is a 300-level course, then the lecture-section enrollment of students with senior standing is capped initially at 20. Senior standing is determined by the number of credit hours completed toward a U-M degree, not by number of years at U-M. (In other words, advanced placement and transfer credits affect class standing.)
4. If the senior-standing cap is reached, then seniors are allowed neither to enroll nor to join a waitlist until one day after the sophomore-standing students with the lowest registration priority are allowed to register. If places are unavailable at that time, then seniors may join the waitlist.
5. The day before the first day of classes, all waitlisted students who failed to accept an offered override in the course are dropped from the waitlist. If no students remain on the waitlist, the course is opened again for enrollment.

## 3. 300-Level Courses Without Discussion Sections

1. When registration begins, there is a waitlist. If the course fills, and if an enrolled student then drops the course, the vacated place is offered automatically, by e-mail, to the first person on the waitlist. The offer is valid for 48 hours. If the offer is not accepted during that period, the place is offered automatically to the next person on the waitlist. Waitlisted students who fail to accept offered places are repositioned at the end of the waitlist.
2. Enrollment of students with senior standing is capped initially at 20. Senior standing is determined by the number of credit-hours completed toward a U-M degree, not by number of years at U-M. (In other words, advanced placement and transfer credits affect class standing.)
3. If the senior-standing cap is reached, then seniors are allowed neither to enroll nor to join a waitlist until one day after the sophomore-standing students with the

lowest registration priority are allowed to register. If places are unavailable at that time, then seniors may join the waitlist.

4. The day before the first day of classes, all waitlisted students who failed to accept an offered override in the course are dropped from the waitlist. If no students remain on the waitlist, the course is opened again for enrollment.

#### 4. ECON 495 and ECON 108

1. No student may register for the course without permission of the teacher.
2. The teacher provides Student Services with the names and UMIDs of students to be offered a place.

#### 5. All Other Courses

1. When registration begins, there is a waitlist. If the course fills, and if an enrolled student then drops the course, the vacated place is offered automatically, by e-mail, to the first person on the waitlist. The offer is valid for 48 hours. If the offer is not accepted during that period, the place is offered automatically to the next person on the waitlist. Waitlisted students who fail to accept offered places are repositioned at the end of the waitlist.
2. The day before the first day of classes, all waitlisted students who failed to accept an offered override in the course are dropped from the waitlist. If no students remain on the waitlist, the course is opened again for enrollment.

### Part Two: Other Options

1. Teachers may devise their own waitlist policies. (Exception: The initial cap on senior-standing enrollment in 300-level courses is mandated by LSA and must be observed.)
2. Teachers who devise their own waitlist policies should submit those policies to Student Services at the same time they submit their course descriptions for the LSA Course Guide.
3. If the teacher does not inform Student Services to the contrary, before the date announced by Student Services, then the waitlist is managed according to the

department's best practices.

4. During registration, and during the first two weeks of the term, Student Services gives priority to processing overrides in classes employing best-practice policies.
5. During the summer, Student Services processes faculty-requested overrides only intermittently in classes not employing best-practice policies.
6. Faculty who wish to grant overrides to specific students should provide Student Services with the name and UMID of each relevant student.
7. Faculty who wish to grant overrides on the basis of some criterion other than waitlist rank are encouraged to ascertain for themselves a student's satisfaction of that criterion. (Example: completion of a course that is not an official prerequisite.) Student Services assigns low priority to investigating any student characteristic other than waitlist rank.
8. If the course does not adopt best practices, then the faculty member assumes primary responsibility for dealing with individual students seeking to enroll in the relevant course.