

## **Department of Near Eastern Studies**

### **Waitlist Policy**

All Department of Near Eastern Studies (NES) courses will have electronic waitlists of 99 on Wolverine Access. Students interested in taking an NES course that has filled should add their names to the appropriate waitlist online.

From the first day of registration until the last business day of the second week of classes, “Batch Permissions” will be utilized on Wolverine Access. This feature automatically issues overrides to students from the waitlist when a spot opens up in a course. Additionally, a staff member in NES will monitor enrollments regularly. Students with a declared 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 under “Batch Permissions” will be 7 days (including weekends). Overrides issued when the semester is in session will expire within 1 day (including weekends). If the student does not accept the override within that time, then the override will be issued to the next eligible student on the waitlist. Please note that if waitlisted students do not use their override 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 last business day of the second week of classes, “Batch Permissions” will be turned off on all NES courses. At this time, waitlisted students should seek out the instructor of the course if they are still interested in receiving permission to enroll. In all instances, instructors have final authority on whether overrides are issued.

Students seeking an override in person from an instructor may come to the department office in the South Thayer Building (suite 4111) to get an override form. The form must be filled out and the student must obtain the signature of the instructor before returning it to the NES department office. The override will then be processed within 1 business day. Overrides obtained directly from the instructor will expire within 4 days (including weekends). Please talk to an NES staff member upon returning the form if you will require a longer period of time to register.

#### Advisory Notes:

- Registration on an NES 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 a declared NES major or minor.
- Students can only waitlist for one section of a particular course. In other words, if there are multiple sections for a lecture course, the student should waitlist for the section s/he prefers most.
- Upon instructor request, some NES courses may not use “Batch Permissions.” In this instance, an NES staff member will work with the instructor of the course to issue overrides to selected students as seats open up.