

Waitlist and Permission Policies

As required by LSA, all Program in the Environment (ENVIRON) courses will have electronic waitlists in effect at the beginning of registration. Students interested in enrolling in a course that has filled should add their name to the appropriate waitlist through the on-line registration system (Wolverine Access). A waitlist number will appear on the student's schedule indicating their sequential spot on the electronic waitlist. However, priority on the waitlist is determined not by sequential order but by the Department policies listed below. Faculty members will apply appropriate departmental policies to determine which, if any, students are accepted into the class once it is full and waitlisted.

Waitlist Priorities in 100 and 200-level courses:

1. Sophomores, including those with Junior class standing due to Advanced Placement credit
2. Freshmen
3. Juniors
4. Seniors

Waitlist Priorities in 300 and 400-level courses:

1. Senior PitE majors
2. Junior PitE majors
3. Senior PitE minors
4. Junior PitE minors
5. All PitE Sophomores majors or minors
6. All other undergraduate students in order of sequence on the waitlist who have fulfilled the appropriate prerequisite
7. *For 400 level courses only:* Graduate students in order of sequence on the waitlist

Permission Priorities

Faculty will use the Department's established priorities 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 students on the official waitlist in Wolverine Access.

Permission Procedures

During early registration and prior to the beginning of the term, PitE staff will issue permissions to students on each waitlist as seats open using the priority classifications listed above. Once the term begins, enrollment in all ENVIRON classes is by permission

of faculty only. Permissions are issued within 24 hours of Program staff receiving them from the instructor.

It is recommended that faculty do not issue permissions until after a class has met two times. For seminar or lecture courses, students should attend the first two seminars or lectures of the course. For lecture courses with discussion sections, students should attend the first two lectures and one discussion section of the course. Faculty can request registered students to be administratively dropped from a course if they fail to attend the first two class meetings as described above.

Students offered permission 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 (which includes weekends).** Failure to use the permission within the 3 day time frame will result in being administratively dropped from the waitlist. After receiving permission, students must add the class via Wolverine Access to become officially enrolled. Also, students will not be able to register for the course (add the course) until they are issued permission and have dropped themselves from the waitlist. In all cases, it is the student's responsibility to insure he or she is properly enrolled in, or dropped from, a course.

Students and Faculty should be advised of the following

- As soon as a class with a waitlist closes and a student gets on the waitlist, the class does not open if seats are added or if a student drops the class as long as there is at least one person on the waitlist
- A student can only waitlist for one section of a multi-component course
- A student enrolled in one section of a multi-component course cannot waitlist for another section in the same association.