

## Course Waitlist

### Background

A student at IUPUI is responsible for planning his or her schedule and meeting degree requirements as provided in the Part 2. D. of the IUPUI *Code of Student Rights, Responsibilities, and Conduct* (available at [http://www.iupui.edu/code/#P2\\_A](http://www.iupui.edu/code/#P2_A)). **SPEA It is recommended that students register for classes at their earliest opportunity, which is during priority registration**, to ensure that space is available for them. SPEA strives to assist students in meeting degree requirements by helping them enroll in classes they need for graduation when the class is closed, but it does not guarantee enrollment or course substitutions in these situations.

When a class is closed (that is, all seats are taken), a student can place himself or herself on a waiting list for the class. Then, as spaces open, the students on the waitlist are placed in the class in the order they are on the list. IUPUI stops making placements from the waitlist at the end of the third day of the first week of class (end of the second day in the summer sessions).

After the waitlist time has ended, the instructor may not admit additional students above the Office of the Fire Marshall's maximum occupancy for the room.

The IUPUI Office of the Registrar website shows the fields that students view when a class is closed and for the waitlist (see <http://registrar.iupui.edu/registration/waitlisting/>).

### Policy (2006)

Students who require a course for graduation in the semester they are waitlisted, or for whom waiting to take the course would pose a hardship, will be added to closed courses, providing the maximum room occupancy as determined by the Indiana Office of the Fire Marshall is not exceeded. Alternatives will be sought for these students when the maximum room occupancy is exceeded, but SPEA does not guarantee accommodations.

### Responsibilities

- ✓ The student is responsible for entering the waitlist.
- ✓ The Program Manager – Dean's Office is responsible for providing the Director of Student Services and the Academic Advisors with a list of closed classes before the start of a term.
- ✓ The Academic Advisors are responsible for reviewing each case and determining the student's need status.
- ✓ The Program Manager is responsible for communicating the decisions of need to the student and giving permissions to enroll to these students.
- ✓ The Program Manager is responsible for checking room assignments for space and revising assignments, as needed.
- ✓ The Program Manager is responsible for providing the instructor with the names of students who have been added to the course.
- ✓ The Faculty is responsible for not approving additions to the course if those additions would cause the room capacity to be exceeded.
- ✓ The Program Manager is responsible for finding classroom alternatives when a decision is made to locate a larger classroom or to add an additional section.
- ✓ The Academic Advisor, under the director of the appropriate Program Director, is responsible for assisting the student in finding alternative courses when a class is closed.
- ✓ The appropriate Program Director is responsible for determining whether or not a substitute course is appropriate for a student.

## Procedure

1. Approximately 2 weeks prior to the beginning of a term, the Program Manager creates a list of undergraduate courses that are closed and have waitlists. This list of courses is e-mailed to the Director of Student Services and the Academic Advisors.
2. The Academic Advisors pull the waitlist rosters from OneStart.
3. The Academic Advisors review the transcript and student file notes for each student on the waitlist to determine their graduation status and whether or not the student will be allowed to take the class (move ahead of the waitlist):
  - a. The student will be able to graduate (and plans to do so) by taking the waitlisted course that semester. This student would be allowed into the course.
  - b. The student will not be able to graduate prior to next scheduled course offering (based on the rotation of courses) by taking the waitlisted class. This student would not be allowed into the class.
4. The Academic Advisors give the lists, with determinations, to the Program Manager.
5. The Program Manager gives permissions (with the overriding A) to all the students in category 'a' above and sends the following e-mail message to each student's IUPUI e-mail account:

*Dear <Student>*

*You have been given permission to enroll in <Course and class number> for the <fall or spring> semester. Please enroll at your earliest convenience, as these permissions will expire after <date>. Also please note that you may need to withdraw from the waiting list in order to enroll.*

*Good luck to you this coming semester!*

When this message is sent, the students' addresses are placed in the blind copy portion of the message so students will not be able to view the names of other students receiving the message.

6. The Program Manager reviews the room assignment for the course to check for adequate space and revises room assignments if needed.
7. The Program Manager sends an e-mail to the instructor of the course with a list of students who have been allowed into the course.
8. The Program Manager repeats steps 4-6 for students in category 'b' with the following e-mail:

*Dear <Student>:*

*Your records have been reviewed and it has been determined that you do not need <Course> in the <fall or spring> semester to graduate on time. Per our policy for waitlists, we request that you wait to enroll in this course in the <fall, spring or summer> semester of <year> or select another course deemed appropriate by your Academic Advisor.*

*We apologize for any inconvenience and wish you good luck in the coming semester.*

9. When the Program Manager determines that additional students who require the course cannot be added to a given class, the Program Manager:
  - a. Evaluates whether or not there are enough students to open another section of the course and communicates his/her recommendation to the appropriate Program Director and Associate Dean. The Associate Dean

- makes the final decision. The Program Manager locates rooms when the decision is made to add another course section.
- b. Notifies the appropriate Academic Advisor to determine if alternate courses can be offered to the student as a substitution when another section is not available.
10. The Academic Advisor works with the appropriate Program Director to find substitute courses for students who is unable to find space in a closed course. These substitutions are made only in those situations when not making a substitution would impose an undue hardship on the student. Substitutions are not made if a comparable course cannot be found.

## **Documents**

- ✓ Enrollment reports