

Subject: New Waitlist Procedure effective Winter 2009

Dear Student,

Effective Winter 2009, a new approach to the employment of waitlists has been adopted by the campus with the goal of increasing the utility of waitlists as a tool that reflects accurately student demand for scheduled courses and course sections, and eliminating the necessity for students to have to travel to multiple locations to gain entry into a waitlisted course. The new approach will hopefully be a benefit to you.

Included in the new guidelines are the following:

- **Waitlists will no longer close prior to the first day of class.** Waitlist will remain open during the first eight days of class for a full term, and the first three days of class during a half term. During this time, students may freely add or drop themselves from waitlists via *UM-Dearborn Connect*.
- **The responsibility for managing enrollment in a course section will be the responsibility of Enrollment Services for all courses, except those in the College of Business.** The College of Business will continue to monitor and enroll students from the waitlist into management courses. Faculty will, therefore, not have the responsibility of signing students into a class from the waitlist.
- A student who places his/her name on a waitlist for a course **agrees to be registered** in the section if a space becomes available or if a new section is opened at a time/day identical to that of the existing waitlisted section.
- **Movement from the waitlist to a registered status in a course will occur prior to the beginning of courses and throughout the registration and drop/add period** if a space becomes available. There is no guarantee that a space will open in the course you are waitlisted for. If your schedule is not satisfactory, please remember that it is your responsibility to register/drop/add courses as necessary prior to the end of the drop/add period. If you no longer wish to be considered for a space in a waitlisted course, please drop the waitlisted course from your schedule via *UM-Dearborn Connect*.
- **Students will receive, via your official UM-Dearborn email, notification that a waitlisted course has been added** to his/her schedule (if you need information on how to set up or forward your UM-Dearborn email account, go to the [www.its.umd.umich.edu/email](http://www.its.umd.umich.edu/email).)

Additional Guidelines include:

You are not permitted to:

- Waitlist for more than one section of a multi-section course.
- Remain on a waitlist for a section of a course when you are already registered for a section of the same course.

If either of the above circumstances occur, you may be deleted from one or all of the waitlisted courses for the section involved without notification.

The same standards of pre-requisite and time conflict checking will apply to waitlisted courses.

You will be responsible for verifying that your schedule and student status will accommodate the waitlisted course. In the event that it does not (due to time conflicts, holds, i.e., unit, student accounts, etc.), your waitlist request can not be honored.

To remove yourself from a waitlisted course, go to *UM-Dearborn Connect*, select Add or Drop a Class from the Registration Menu. Select the drop code from the drop down menu on the course.

If you have any questions, please contact Enrollment Services via a response to this email, or you may contact our office via telephone at 313-583-6500

Office of Enrollment Services and Registration and Records