

1. Each department, in consultation with the supervising administrator, is responsible for setting a wait list size beyond the maximum class size for each course and submitting the wait list limit to the Scheduling Office.
2. During priority registration and prior to the beginning date of the class, these wait list slots will be available to students via a computerized wait list.
3. Students enrolling on this computerized wait list are expected to pay all appropriate enrollment fees at the time of registration. If final enrollment is not secured, students can apply enrollment and course fees to another class or receive an automatic refund.
4. Students enrolled on wait lists cannot enroll in classes that conflict in time with the wait list class, nor can the student enroll in another section of the same course for which they have wait list status.
5. Drops by other students will automatically advance the student's position on the wait list and enrollment may be secured by the time classes begin.
6. Wait listed students are expected to attend class through the second class meeting in order to secure eligibility for enrollment, or through the first class meeting for classes that meet once a week, or log on by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online.
7. Wait list students appear in chronological order on the Wait List Roster immediately following the Enrollment Roster.
8. Instructors shall inform wait listed students at the second class meeting, or at the first class meeting for classes that meet once a week, or by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online, if room is available to secure enrollment. If the maximum class size has been reached, and the instructor determines that some or all of the wait listed students cannot be accepted, the instructor must drop the wait list students, based upon attendance and position on the wait list, at the close of the second class meeting, or at the close of the first class meeting for classes that meet once a week, or by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online. Any wait listed students not dropped after the second class meeting, or at the close of first class meeting for classes that meet once a week, or by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online, will automatically be accepted into the class.
9. Students on the wait list shall not be dropped before the second class meeting, or before the first class meeting for classes that meet once a week, or by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online, and until after the class size maximum is reached.
10. Wait listed students do not need an add code. Their enrollment will be secured after the second class meeting, or by the end of the first class meeting for classes that meet once a week, or by 11:59 pm Pacific Time of the third day from the official start date of the class for classes that meet online. Instructors should not distribute add codes to other students unless all wait listed students will be accepted. Students who have registered on a wait list have priority over students who have been given an add code by the instructor.