Class Waitlist Policy

Keywords:	closed classes, adding classes, enrolling, waitlist				
Policy Number:	To be assigned				
Originally Issued:	Spring 2011	**Revised:**	None	**Effective Catalog Cycle:**	Fall 2011
Approved by:	Provost	**Executive Sponsor:**	Provost	**Responsible Office:**	registrar@umkc.edu

I. Policy Statement

A class waitlist provides an option for students to indicate they want to enroll in a class that has reached its authorized capacity and is closed. A student on a waitlist is not officially enrolled in that course and thus is not eligible to receive a grade in that course.

Each department determines which classes will be available for waitlist and the waitlist capacity. Each section with a waitlist may have a different maximum number of students who can be on the waitlist at the same time.

Waitlists will be available through the end of the third day of classes at the beginning of each term's open add/drop period.

A student gets on the waitlist at the time he/she attempts to enroll in a full class section by checking the "OK to Waitlist" checkbox that will be displayed when enrolling in a class. If there is no waitlist or the waitlist is full, the "OK to Waitlist" checkbox will not appear as an option when a student attempts to register for a class in Pathway's Self-Service Enrollment. A student can be moved from the waitlist to enrolled status by:

> System intervention: An automated nightly process will automatically move eligible students from the waitlist to enrollment. After the last automated process is run at the end of the third day of classes, students will need to be signed in to the course on a registration form.

Students are ineligible to be automatically enrolled from the waitlist for the following reasons:

- They have a time conflict with another class
- They are already enrolled in another section of the course
- They would exceed their maximum term units
- They do not meet requirements of the course (for example, reserved for majors only)
- They have a registration hold;
- The class is full

Students who are enrolled via the waitlist are responsible for reviewing and making any other changes to their schedule. Instructors have the right to increase course capacity to allow specific students to enroll in their class. Students will only be enrolled from the waitlist provided the enrollment does not exceed the room capacity designated for the class.

II. Reason for Policy

The waitlist policy was created to inform students, faculty and staff about how the waitlist process works for approved class sections. The policy provides a systematic approach for using the waitlist functionality in the Pathway System and to create a standardized enrollment process for waitlisted sections.

III. Who Should Read this Policy?

Deans, directors, chairs and other department heads; Academic Advisors; Students; Class Instructors

IV. Instructions, Procedures and Related Information

The waitlist process will be run once each night from the start of priority registration through the end of the third day of classes at the beginning of a term.

Notification will be sent to a student's UMKC Outlook Live e-mail account each time the process is run for those who are moved to enrolled status. The email will alert students to check their online schedule for the waitlisted course that has been added to their schedule. Students who are ineligible to be automatically enrolled for one of reasons listed above will receive emails notifying them they are still on the waitlist and have not been moved to an enrolled status.

Pathway Instructions: http://www.umkc.edu/registrar/registration/default.asp

V. Contacts

UMKC Registrar's Office: **Website**: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

None

VII. History & Updates

None

VIII. Appendices

None