Wait List Guidelines for Romance Studies

If you change your course to permission only you will need to maintain wait lists. For courses that have multiple sections, the instructors teaching the sections will have to update the course coordinator daily on who is attending classes, awaiting a spot to get into the class. It is up to the course coordinator to determine when is the last time a student may add the class from the wait lists. And only the course coordinator can stamp a student’s add/drop form to add them into the class. Students should be added to the course from the wait lists according to the following priority:

- Arts and Sciences seniors
- Arts and Sciences juniors
- Arts and Sciences sophomores
- Arts and Sciences freshman
- Out of college undergraduates*

* If an out of college undergraduate needs the course to fulfill a requirement they will receive priority over Arts and Sciences sophomores and freshman

- Graduate and professional students receive the last priority

If you continue to use the on-line add/drop system there will be no wait lists and students will be enrolled in courses as soon as a place opens for them. It is a first come - first served basis with the on-line system.