

**INSTRUCTIONS FOR WAIT LIST ADMINISTRATORS**  
**(COLLEGE OR DEPARTMENT)**

1. Students who wish to be considered for a closed course have put their names on the course waitlist (not by section, although a preferred section is indicated for multi-sectioned courses).
2. Students will receive an e-mail reminder that they are on a waitlist and will be contacted by VU email if a seat becomes available for them. This process is automated; every day at 12:01 a.m. the software looks for available seats in course sections with waitlists and sends an email message to the student(s) that a seat is available for them and gives them a deadline to add the course section.
3. If the student does not add the section by the deadline, the student's name will be removed from the waitlist. Students may also choose to remove themselves from waitlists prior to any openings.
4. Unless you wish to make an exception, this process is automated and you do not need to take any action.
5. If you wish to make an exception (e.g., register a student who has lower priority on the waitlist) you may do so by emailing the information (student name, ID number if known, course section) to [registrar@valpo.edu](mailto:registrar@valpo.edu). Adding a student will increase the class size, but will not change the course capacity unless you instruct us to do so.
6. You may limit the waitlist capacity for a course section so that you don't have to manage more than 5-10 students at a time. The wait list limits should be set so that they are reasonable for the course; the waitlist limit will be requested when the proof copy is sent to departments/deans.
7. Wait List Administrators should not suffer from waitlist guilt because not all course waitlists have been resolved or removed. Not all students can be accommodated for all of the classes that they want at the time and/or semester that they want it.
8. Please use the following codes in the Subject line of your e-mails to the Registrar (this will help us respond and process changes more efficiently):
  - WL Wait listed courses (put course in subject line also)
  - CA Chair's approval (put course and/or student in subject line also)
  - IA Instructor's approval (put course and/or student in subject line also)
  - PR Prerequisite waiver (put course and/or student in subject line also)
9. Remember that raising the course section capacity will not necessarily get rid of a waitlist. Students wanting to add a course with a waitlist will be put on the waitlist even if the course capacity has been raised to allow for additional students. Until all waitlisted students have either registered or been removed from the waitlist, additional students will not be able to add the course.

**The waitlist must be eliminated before an increase in the course section capacity will allow additional students to add the course section.**
10. Waitlists will expire on the last day of drop/add for the semester.