

Fairhaven College Wait List Policy

effective Winter 2011

WWU Automatic wait list system: All Fairhaven courses (except for ISPs) will be part of Western's automatic Wait List system (link to WWU waitlist page). We have found that most students on the electronic wait list will have the opportunity to register for the course at least once.

Fairhaven Student Priority: Fairhaven College Students will have enrollment priority if they register during their initial registration period (Phase I and first day of Phase II). WWU students not admitted to the Fairhaven program can enroll or register for a waitlist beginning the second day of Phase II except for a few courses that are only open to the students admitted to the Fairhaven College program.

Waitlist Management: Fairhaven College reserves the right to re-order the position of students on any class wait list based on class standing, graduation date, major or concentration coursework or prerequisites. If a student obtains Instructor's Approval (override), they will be allowed to enroll in the course if space is available or register for the wait list if the course is filled. Instructor Approval does **not** override the wait list.

First Day of Classes: If a student is on a wait list, he/she should attend the first day of class unless notified by the instructor not to attend. If a space opens up in the class and the student on a wait list is given the opportunity to add the class, the instructor may ask the student who did not attend the first class to drop the class, according to University policy (complete text available at http://www.wvu.edu/depts/registrar/reg_policies.shtml under Class attendance).

Wait list for WWU classes outside of Fairhaven: Each department will post their wait list policies on their web site. At the time of registration, there should be a link for these departmental policies on the Registrar's Website. Once the Registrar's departmental link page is created, we will send students an email and list it in the Fairhaven bulletin.

Link to Western's Wait List Instructions and Policies:

http://www.wvu.edu/depts/registrar/registration_waitlisting.shtml

If you have questions about the wait list instructions or University policy, contact the Registrar's Office at (360) 650-3432.

FAQ: Frequently Asked Questions about the Fairhaven College's wait list policies and procedures.

If your questions about Fairhaven's policies are not answered below, call the Fairhaven office at (360) 650-6680.

How do I register for a class if I was notified that I had a space, but didn't register within 24 hours (12 hours during the first week of class)? *If you do not register during the time period allowed by your notification, you will be dropped from the wait list. You may put yourself back on the wait list as many times as needed, but each time you add yourself to a wait list, you will go to the bottom of the list.*

Can I register for a course or wait list if I do not have the listed prerequisites? *Students are required to meet the prerequisite (or its equivalent) in order to register for the course or to add your name to the waitlist. If you have questions whether the coursework you have is equivalent, contact*

the instructor. If the instructor agrees that you meet the spirit of the pre-requisites, s/he will provide an Instructor Approval override which will allow you to register or be added to the waitlist.

I have questions about a class that will be taught by an instructor who is not available by email or phone. Who should I contact? *Contact Jackie McClure (Jackie.mcclure@wwu.edu) or Kathy Johnson (Kathy.johnson@wwu.edu) for questions about classes taught by temporary faculty.*

What if I need a class to graduate and it is full? *If a course is a graduation requirement, and will not be offered again before you graduate, contact the instructor about your need for the course. The Instructor may give you priority into the course if the course is a graduation requirement.*

I could not register during my designated time because of a HOLD (or no access to the internet, or I didn't realize registration had begun, or ...), can I be given priority over others on the waiting list?
No.

What about Summer quarter? *During Summer quarter, courses are open to all students on a first-come, first serve basis (with the exception of Fair 201a which is only open to those admitted to Fairhaven College for Summer quarter). Students are admitted to the class and waiting list on a first-come, first-serve basis.*

Why do I have to attend the first day of class if I am just on a waiting list? *According to the University's Course Attendance policy "...Any student who fails to attend the first meeting of a course may be required to drop it if another student, previously unable to register for the course due to enrollment limitations, seeks admission." Because many faculty spend the first day presenting material essential to instruction, all students should attend the first day of class. If you do not attend the first day, and the wait list gives you an opportunity to register, you should contact the instructor for permission to register.*