

Huxley College, Department of Environmental Sciences, Wait List Policy
effective Winter 2011

WWU Automatic wait list system: All Fairhaven courses (except for capstones) will be part of Western's automatic Wait List system (link to WWU waitlist page).

Environmental Science Student Priority: Environmental Science 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 Environmental Science can enroll or register for a waitlist beginning the second day of Phase II.

Waitlist Management: Environmental Science 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.

Wait list for WWU classes outside of Environmental Science: 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 Environmental Sciences' wait list policies and procedures.

If your questions about Environmental Sciences' policies are not answered below, call the Huxley College office at (360) 650-3520.

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.*

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*