

## Department Waitlist Practices

*Last revised: November 9, 2021*

*Dear students and academic advisers: See below for how departments generally address registration waitlists.*

### **Anthropology and Sociology**

Each section of ANTH-100 and SOC-100 is capped at twenty-five. We've allocated seats as follows: four for seniors, four for juniors, seven for sophomores, and ten for first-years. The seats allocated to each graduating class will open up when it's time for members of that class to register.

### **Art and Art History**

For Studio Art classes, there will be 3-4 seats allocated for each class year. After that, priority will be given to Art majors by year, beginning with seniors. For all other Art & Art History classes, students should contact the instructors if they are hoping to get into a course from the waitlist. Sometimes the seats available in a class are divided into 2 sections listed at different levels (e.g., 250 and 350), and the instructor is able to move seats from one to the other to let in waitlisted students. Again priority is given to Art majors.

### **Biology**

1. BIO-102 and 102L: Seats are reserved for the class of 2025. These seats will become available when first-year students register.
2. BIO/ENV or BIO/NEUR cross-listed courses: Courses taught by Biology faculty and cross-listed with Environmental Studies or Neuroscience will typically have 16 seats available. Most semesters courses will have 10 seats designated for BIO and 6 seats designated for ENV or NEUR.
3. Many 300 level BIO courses have seats reserved for sophomores. These seats will become available when the class of 2024 registers. Waitlisted students will not be admitted unless there is space after sophomore registration.

### **Business and Economics**

The B&E department reserves two spaces in many of its upper-level courses for possible transfer students. If you find yourself first or second on the waitlist for any of these courses, the instructor has no way of knowing if you will get in until transfer students choose their courses, which sometimes happens up to the first day of spring courses. The relevant courses are: ACCT-140, ECON-101, ECON-102, ECON-201, ECON-202, ECON-231, ECON-263, and FIN-270.

### **Chemistry**

In multi-section courses (CHEM-107, 108, 207, 208 and the associated laboratory sections), limits are set to distribute students across sections and ensure each group that registers has seats available in all sections. If a student is waitlisted for a multi-section course, we strongly recommend moving into a section that has open seats. A student may choose to remain on the waitlist, but waitlisted students will only be added if seats are available in a section at the end of the entire registration period. Laboratory sections are firmly capped at the stated limits. Students on a waitlist for a closed laboratory section will be moved into an open section at the end of the registration period. For single-section courses, we will do our best to accommodate all students who wish to enroll in the course.

### **East Asian Studies**

1. Waitlisted students will be admitted until all seats are filled with preference given to majors and minors in East Asian Studies, and minors in Chinese and Japanese.
2. In courses cross-listed with Film Studies, waitlisted students in that minor will also be given preference.

### **Education**

1. EDUC-100: Seats will not be available to rising seniors and juniors during their registration periods (students in these classes with a specific need for the course should reach out to the department chair, John Spencer). Eight seats will become available for sophomores and ten seats for first-years. If possible, sophomores who hope to major in Educational Studies or pursue teaching certification should notify the chair of their plans and their interest in the course before their registration period starts. Juniors and seniors will be able to add the course if any seats remain after first-years register.
2. EDUC-280: This class shows 0 seats. Interested students should contact John Spencer about their reasons for seeking the course and add themselves to the waitlist during registration. The department will give first priority to students who need the course for the Educational Studies major.
3. EDUC-320: closed to seniors during their registration period; 6 seats will open for juniors; and remaining seats will open up when sophomores register.

### **English**

For all creative writing courses above the 100-level, courses are first-come, first-serve, with juniors and seniors having precedence over first- and second-year students. In ENCW-106, Introduction to Creative Writing, six seats are reserved for first year students, leaving nine seats available for the sophomores, juniors, and seniors. After those nine seats are filled, students who elect this course are put on the wait list. If fewer than six first-year students sign up for the course, students from the wait list are added to reach the class limit.

### **Environmental Studies**

Waitlisted students seeking entry to Environmental Studies courses will be added to course sections until all seats are filled and in the following order: (1) declared ENV majors; (2) declared ENV minors; (3) declared minors in interdisciplinary programs for which the course is a requirement; and (4) all other students in order of waitlist position. In 100-level ENV courses (i.e. ENV-100 and ENV-140Q), seats are reserved for each class year, with a majority of seats reserved for the Class of 2024 and incoming first-year students (Class of 2025). Waitlisted students should not email individual instructors concerning waitlists, unless they are a declared minor in an interdisciplinary program for which the course is a requirement.

### **Film Studies**

1. Waitlisted students will be brought in to film studies classes after film minors have been accommodated, as newly open seats allow. For cross-listed courses, majors in those departments may also be given preference.
2. For FS-101, Six seats are saved for sophomores and six for first-year students.

### **Health and Exercise Physiology (HEP)**

Waitlisted students will be brought into the following courses once HEP majors have been accommodated, up to the maximum number of listed after the courses indicated below.

1. HEP-100 max. 25
2. HEP-150 max. 20
3. HEP-202 max. 25
4. BIO-205 max. 30
5. HEP-232W max. 20
6. HEP-245 max. 25
7. HEP-275 max. 25
8. HEP-334 max. 25
9. HEP-446 max. 20

### **History**

Waitlisted students will be brought into history courses until all seats are filled in the following order: (1) declared history majors; (2) declared history minors; (3) declared majors and minors in interdisciplinary programs for which the course is a requirement; (4) all other students in order of waitlist position. In 100-level history courses, seats are reserved for each class year, with the majority of seats reserved for sophomores and first-year students. Courses that are cross-listed with GWSS have seats listed under both "HIST-000" and "GWSS-000." Waitlisted students should not email individual instructors concerning waitlists unless they are a declared major or minor in an interdisciplinary program for which the course is a requirement.

### **Math and Computer Science**

In multi-section courses, some days after registration closes, waitlisted students will be moved to an open section.

### **Media and Communications Studies**

The enrollment caps for MCS classes are as designated on the website/Grizzly Gateway. Some courses at the 300 level are cross-listed with courses in other departments (e.g., MCS-375 and FS-252). In these cases, the enrollment cap is split between the sections as listed in the two departments. Students should email the professor if they are on the waitlist for an MCS class and hope to get into the class. Priority is given to MCS majors.

### **Modern Languages**

1. Waitlisted students in multi-section courses in Spanish and French will be moved to an open section after registration closes.
2. Waitlisted students for all other courses in modern languages will be admitted until all seats are filled in the following order: (1) majors in the target language, (2) minors in the target language, (2) all others.

### **Music**

Five seats will open up for members of each registering class year. After a maximum cap is reached, faculty will consider making exceptions for Music Majors. Music ensembles and applied lessons are open to all without a course cap.

## Neuroscience

- NEUR-100: This class is for first years and sophomores and 10 seats are reserved for each class. Seats will become available during the appropriate registration window.
- NEUR-150: Seats are reserved for first year students. Additional seats will become available during the appropriate registration window.
- NEUR-200: Students will be admitted off the waitlist at the instructor's discretion.
- NEUR-350: See Biology or Psychology policy, depending on cross-listing.

## Politics

- Six seats are reserved in each section of POL-252 for first year students and will open up when it's time for first-years to register.
- POL-320-A Legal Writing is by permission of instructor but requests for permission can be filtered through the legal studies coordinator, Anna Marks.
- POL-399-A What is Love, cross-listed as CIE-300-A and PHIL-309-B is by permission of instructor, though students can add themselves to the wait list without permission. Preference will be given to people who need to fulfill their CCAP requirement.

## Psychology

1. Waitlisted students will be brought into psychology courses until all seats are filled in the following order: (1) declared psychology majors; (2) declared psychology minors; (3) declared minors in interdisciplinary programs for which the course is a requirement; (4) all other students in order of waitlist position. This order will also depend on whether the course is cross-listed (e.g. with neuroscience).
2. In multi-section courses, limits are set to distribute students across sections. If a student is waitlisted for a multi-section course, we strongly recommend moving into a section that has open seats. Psychology has cross-listed courses with Neuroscience, Environmental Studies, and GWSS/IDS. Students should check any cross-listed sections for open seats.
3. PSYC/NEUR cross-listed courses: Courses taught by Neuroscience faculty and cross-listed with Psychology will typically have 18 seats available. Most semesters, PSYC/NEUR courses will have 9 seats designated for PSYC and 9 seats designated for NEUR. Waitlisted students will be moved into the course once all students have completed the registration process.
4. PSYC 100 and PSYC 150: Seats are reserved for first year students. These seats will become available when first year students register.

## Physics

1. PHYS-112Q/112L: Initial caps on lab sections are set to enable us to balance enrollments across sections. If there are no available seats, place yourself on the wait list of your preferred lab section. Unless the total enrollment in PHYS-112Q reaches the capacity of the auditorium (very unlikely), all students will be placed in the course.
2. PHYS-122Q/122L: Initial caps on lab sections are set to enable us to balance enrollments across sections. If there are no available seats, place yourself on the wait list of your preferred lab section. Based on past enrollments, we expect to be able to move all students into the course.

**Theater and Dance**

1. Waitlisted students will be allowed into all DANC, TD, and THEA courses once Theater and Dance majors, minors, and intended majors have been accommodated, up to the class capacity
2. DANC-100 will hold spots for each class year so that all students have an opportunity to register for limited seats at their assigned registration time. After that, waitlisted students will be allowed in once Dance majors, minors, and intended majors have been accommodated, up to the class capacity.
3. THEA-100 will hold six spots for first year students. After that waitlisted students will be allowed in once all Theater majors, minors, and intended majors have been accommodated, up to the class capacity.