Wait Lists Order and Instructions, Fall 2015

University of San Francisco School of Law

Posted: 07/2/2015

WAIT LIST POLICY: Students will NOT receive an email notice of an available seat. Students must check this list daily, after 10:00 am, for wait-list notification.

Read below for instructions on how to accept an available seat.

Wait List Instructions

The Registrar's Office solely controls the wait list. Professors cannot offer a student a wait-listed seat.

Period Dates	Wait List Periods	Notification Method	Time Frame & Deadlines	Acceptance Methods
June 30th – July 2nd	Seats will be offered from the wait list	Students are notified of available seat offers by checking the online posted wait list PDF document, or viewing the posted Wait list in the Registrar's Office.	Seat offers will be posted daily at 10:00am. Students who have been offered a seat with acceptance deadlines of 4pm, same business day.	Submit to the Registrar one of the following *by the stated acceptance deadline*: 1. Email to lawregistrar@usfca.edu from **USF email account** stating acceptance. 2. Fax a change of schedule form to (415) 422-4199. 3. Stop by the office and submit a change of schedule form, accepting WL seat.
July 3rd – August 19th	**System Closed**	**System Closed**	**System Closed**	
August 20th – September 4th	Seats will be offered from the wait list	Students are notified of available seat offers by checking the online posted wait list PDF document, or viewing the posted WL in the Registrar's Office.	Students who have been offered a seat on August 20th will have until 4pm, the first day of classes, Monday, August 24th, to accept the seat. Thereafter, seat offers will be posted daily at 10:00am with acceptance deadlines of 4pm, same business day.	

How to Add Yourself to Wait List

1. Must add yourself to a wait list during your registration appointment time and/or during the open registration period by following the steps listed online at: http://www.usfca.edu/law/register/how/.

   If you correctly added yourself to a closed course with a wait list, the course will appear on your schedule with a status of "wait listed".

How to Remain Eligible for the Wait List: (If you already added yourself to the wait list of a course)

1. **Review this wait list every day, after it has been updated and follow the adding instructions below by the stated deadline for accepting a wait listed seat.**

2. ***Additional Steps* for courses with a "Limited Enrollment Attendance Rule":**
   Students enrolled in a course that has a limited enrollment attendance rule (listed in the Notes column of the class schedule) must attend the all class sessions in order to either 1) maintain their seat if enrolled, or 2) remain on the wait list if wait-listed. At the request of the instructor, the Registrar's Office will drop any enrolled and/or waitlisted student with an unexcused absence during the first three weeks of the semester.

   Students on the wait list of a class with this designation must follow the additional steps below in order to remain on the wait list.

   1) Attend each class session; **and**
   2) Sign their name to the class roster **at each** class session; **and**

2) Follow the wait list procedure instructions listed below to learn how to read a waitlist and accept an available seat.

The Professor will provide the Law Registrar's Office with the signed class roster after each class. The Registrar's Office will use this document to update their wait list records and will make any necessary drops as request by the professor. Students who remain on the wait list will be offered an available seat *in the order of the wait list* on the next designated wait list posting. Students should note the wait list instructions above to learn how to check a wait list and accept a wait listed seat. ***Please be reminded that the Registrar's Office offers students available seats; professors are not allowed to offer seats to students.***

Daily Wait List Updating Time

Wait lists will be updated each morning by 10:00 a.m. It is the student's responsibility to check the lists daily and officially respond to the Law Registrar's Office in order to add the course when an opening occurs. *Please remember that students will **not** be added automatically to a course from a wait list.*

Deadline for Accepting the Seat

The date and time by which you must add the course will be indicated in a column marked "Deadline for Adding". **The deadline to contact the Law Registrar's Office is by 4:00 p.m. on the deadline date indicated.** If the course is not added by this deadline, your name will be removed from the wait list and the option to add will be given to the next student on the list. When you email your acceptance, you must indicate which classes (if any) you want to be dropped from in order to add the wait-listed class.

If you wish to add your name to a wait list or delete it from a wait list, you may do so through the on-line registration system during the Fall 2014 Drop/Add period (August 21st – Sept 8th, 2014).

What Do To If You Are Offered a Seat

If offered a wait-listed seat "**See Registrar**" will be entered beside your name on this list.

If offered a seat, you will then have until the time & date deadline listed below in which to add the course by:

- ***E-mail:*** Send your confirmation from your **USF email account** to lawregistrar@usfca.edu with any corresponding drops.
- ***In-Person:*** Visit the Office of the Law Registrar (Kendrick 220) to complete a change of schedule form.
- ***Fax:*** Fax a completed add/drop form to 415-422-4199.

These steps must be completed before the deadline. The goal is to offer students an adequate opportunity to add the waitlisted course while moving along the wait lists quickly.

07/02/15

Sec	Course	#	Name	Req'd Action	Deadline for Adding
Appellate Advocacy / Flynn / CRN: 42741					
01	Appellate Advocacy	2	Colula Moncada, Luis A.		
Applied Evidence / Nadler / CRN: 42742					
01	Applied Evidence	1	Thurmond, Chelsie L.		
01	Applied Evidence	2	Rivera, Tanya		
01	Applied Evidence	3	Hamilton, Megan M.		
Domestic Violence Lit & Ethics / Vu / CRN: 42755					
01	Domestic Violence Lit & Ethics	1	Tome, Harrison W.	See Registrar	by 4pm, 7/2/2015
01	Domestic Violence Lit & Ethics	2	Powell-Chen, Tarah G.		
01	Domestic Violence Lit &	3	Martin, Kelsey R.		

	Ethics				
01	Domestic Violence Lit & Ethics	4	Nguyen, Carol N.		
01	Domestic Violence Lit & Ethics	5	Saldutti, David S.		
01	Domestic Violence Lit & Ethics	6	Araujo, Crystal R.		
01	Domestic Violence Lit & Ethics	7	Mills, Jerrad M.		

Legal Ethics / London / CRN: 42787

01	Legal Ethics	1	Krishan, Robee	See Registrar	by 4pm, 7/2/2015
01	Legal Ethics	2	Zaragosa, Lauren T.	See Registrar	by 4pm, 7/2/2015
01	Legal Ethics	3	Liang, Catherine O.		
01	Legal Ethics	4	Grow, Megan L.		
01	Legal Ethics	5	Mills, Jerrad M.		
01	Legal Ethics	6	Maurino, Miles F.		
01	Legal Ethics	7	Pandya, Yatindra		
01	Legal Ethics	8	Quintana, Tiara R.		
01	Legal Ethics	9	Saldutti, David S.		

Legal Ethics / Dilworth / CRN: 42788

02	Legal Ethics	1	Chua, Lianne M.	See Registrar	by 4pm, 7/2/2015
02	Legal Ethics	2	Mills, Jerrad M.		
02	Legal Ethics	3	Krishan, Robee		
02	Legal Ethics	4	Grow, Megan L.		
02	Legal Ethics	5	Brar, Simmi		
02	Legal Ethics	6	Kantor, Julie		
02	Legal Ethics	7	Lewis, Joseph R.		
02	Legal Ethics	8	Cueva-Alegria, Carlos A.		
02	Legal Ethics	9	Lull, Christopher R.		
02	Legal Ethics	10	Quintana, Tiara R.		
02	Legal Ethics	11	Pettibone, Jeffrey J.		
02	Legal Ethics	12	Saldutti, David S.		

Mediation / White / CRN: 42791

01	Mediation	1	Ahluwalia, Sohni K.		
01	Mediation	2	Morataya, Douglas R.		