Wait Lists, Spring 2014

University of San Francisco School of Law

POSTED: 1/17/2014

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.

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
January 7 - 17th.	Wait List Seat Offerings Resume	Students must check the posted (online) wait list PDF document (this document), or viewing the posted WL in the Registrar's Office to see if they have been offered a seat.	Beginning January 7th, seat offers are posted daily at 10am. Students who have been offered a seat must contact the Registrar's Office to accept by the acceptance deadline (4pm, same business day).	Submit to the Registrar' 1 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.

How to Add to A 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**
   3) 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 <u>are not</u> allowed to offer seats to students.***

Daily Wait List Updating Time

The Registrar's Office will resume offering seats on January 2, 2014. Students who have been offered a seat on the 2nd will have until 4pm, January 6th to accept the seat offer.

Thereafter **Wait lists will be updated each morning by <u>10:00 a.m</u>. 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 **<u>not</u>** 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 <u>4:00 p.m</u>. 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 <u>must</u> 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 the Drop/Add period (January 2 – 17, 2014).

What Do To If 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 **<u>USF email account</u>** to lawregistrar@usfca.edu with any corresponding drops *(reminder, FT students can enroll in a maximum of 16 units and PT students can enroll in a maximum of 12 units).*
- ***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.

Waitlist is now closed for Spring 2014