

**It is recommended by the Faculty Senate Academic Standards and Admissions Committee that the following policy be added to the University Catalog.**

- **Catalog:** 2024-2025 (end of the 2023-24 Catalog)
  - This will take effect with the implementation of Workday Student; we'll see first use of Course Waitlists in March 2024 when students are registering in Workday for Fall 2024 classes.
- **Location:** <https://catalog.iastate.edu/registration/#registrationenrollmenttext>
- **New Section Name:** Course Waitlist Policy
- **Policy:**

A course waitlist is an electronic list of students who are waiting to register for class/section that is at capacity. Students may add themselves to a course/section waitlist while registering for courses for the upcoming academic period.

- Students are added to a course/section waitlist on a first come, first served basis provided they are eligible to take the course.
- If a seat becomes available in the course/section, the first student on the waitlist will be notified. The open seat will be available to that student for a 24-hour period, which includes weekends and holidays, should the student wish to register. An additional notification will be sent to the student six hours prior to the end of the 24-hour period if the student has not already taken action. After the 24-hour period, if the seat remains open, the next student on the waitlist will be notified. The previous student will be moved to the bottom of the waitlist, provided they have not removed themselves from the waitlist.
- A student can accept or decline the seat within the student information system. For official enrollment to take place via the waitlist, the notified student must first accept the seat, review their adjusted schedule, and then accept the offer. It is at the point of accepting the offer, the student is officially enrolled in the course.
- Students can place themselves on the waitlist for one desired section of a course while being enrolled in a different section of the course. If they accept a seat in their desired section, they will automatically be withdrawn from their initially enrolled section.

Nearly all courses/sections will have a course waitlist with the exception of those courses that require approval at all times (e.g., 5990, 6990, etc.).

The opportunity for a student to join a waitlist, and accept or decline a seat, is available through Period 1 for the course. For full semester courses, Period 1 ends on the fifth business day of fall and spring semester.

Approved FS-ASAC: 2/14/2023, 7-0-0

Approved AAC: 4/18/2023, 9-0-0