I. POLICY STATEMENT

1. Any eligible student at the university may use the waitlist system.
2. Department chairpersons may set parameters for designating courses that should be taken off the waitlist throughout the registration period, e.g. courses that require permission of instructor.
3. A combination of enrolled and waitlisted courses should not exceed the maximum course load allowed, unless the student designates a course(s) to be dropped if a seat in the desired course(s) becomes available. The student will be clearly warned at the time of signing up for the waitlist.
4. Students must meet all course prerequisites and pass all restrictions (major restrictions, classification restrictions, etc.) to be eligible to waitlist courses. Students may waitlist a course whose prerequisite is being fulfilled in the current semester.
5. Students may waitlist for classes in which they are enrolled at the time of registration (i.e., wait listing for a course where they may not receive a passing grade).
6. Open seats will be assigned on a first-come, first-served basis.
7. When students choose to waitlist a course, IT will notify this student with a confirmation to their NKU email. When an open seat in the waitlisted course becomes available, they will receive notification that they have been enrolled in the open spot. If another class has been dropped as a result, students will be notified as well.
8. Students may waitlist multiple sections of a course. Once a seat is assigned, the system will drop the student from the waitlists in other sections. The student will receive clearly worded communication that the first available seat will be assigned, even though it may not be their first choice.
9. Students will remain on the waitlist until they are successfully enrolled in the course, or until the end (11:59 p.m.) of the third day into the semester/term when all waitlists are automatically purged.
10. If a student is on the waitlist, that is not a guarantee that a seat will become available or that they will be enrolled in the course.
II. ENTITIES AFFECTED
All university students. Chairpersons, academic advisors, Registrar, and IT.

III. RESPONSIBILITIES
Department Chairpersons: Designate courses not eligible for waitlist and revise as needed each semester. Additionally, department chairs may adjust enrollment limits as needed throughout the registration period.

IT: configure the system to allow waitlist capabilities. Automatically send a message to students on waitlist on the first day of classes and require students to opt in to continue on the list.

Registrar’s Office: manage process each term.

Advisors: Convey appropriate messages to students regarding waitlist options.

IV. PROCEDURES
IT needs to reconfigure SAP to allow waitlist options. When a student drops a course, the systems needs to be able to hold the seat as unavailable except for students on the waitlist.

Registrar staff to manage the process. Advising staff to assist students.

V. EXCEPTIONS
Department chairs or their designee will have the authority to override waitlists according to departmental priorities.

VI. TRAINING
Department Chairs (and designees), Advisors, Students.

VII. COMMUNICATIONS
Advising Council, Council of Chairs, Academic Affairs Council, Associate/Assistant Deans Council, Graduate Council, Student Government Association.

VIII. REFERENCES AND RELATED MATERIALS
REFERENCES & FORMS
Link any forms or instructions needed to comply or implement this policy. If links are unavailable, attach forms to this policy as examples.

Click here to enter text.

RELATED POLICIES
Link any currently existing policies related to this policy. If unable to obtain a link, simply list the names of the related policies.

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