

WAITING LISTS FOR LAW SCHOOL COURSES

We maintain online waiting lists for selected courses on Self Service Banner during the designated Add/Drop period. (We do not have waiting lists for any courses during Priority Registration.) This function will only be available for:

- Writing seminars,
- Professional Skills courses (but not Clinicals), and
- Courses that were full at the end of the Priority Registration Period.

Joining a waiting list allows students to 'get in line' for a course that is closed and be notified by email if a seat becomes available. If you are on a Banner "waitlist" and are notified that a seat has become available, you will **NOT** automatically be registered - you must take action to register for the course. If you don't register by the 'take action' deadline indicated in the notification email, you will be dropped from the waiting list.

Students who want to join a course that is full must join the waiting list for the course. Professors are not able to give individual students permission to join a course.

WAITING LIST TIPS

- Before joining the waiting list for a course, make sure that you meet its pre-requisites or co-requisites, if any. While you are allowed to join a waiting list without restriction, you will not later be able to register for the course unless you meet all of its requirements and the new course is not in time conflict with any course for which you are already registered.
- You can join as many waiting lists as you wish. However, once you have registered for the course that you want, please remove yourself from the other waiting lists to allow other students an opportunity.
- You can join waiting lists for courses even if you have registered for the maximum allowable credits for a semester. However, if you are notified of an available seat, you may have to drop a course before attempting to register for the course for which you had been on the waiting list.
- Your placement on a waiting list and the notification of available seats will be on a first-come, first-served basis.
- Once notified of an available seat, you will have a deadline during which you need to take action and either register for the seminar or drop yourself from the waiting list. If you do not meet this 'take action' deadline, you will be dropped from the waiting list. This deadline will be indicated in the notification email sent to your TU email account.
- If you are no longer interested in registering for a course for which you have joined a waiting list, please drop yourself from its waiting list right away. You can drop yourself from a waiting list anytime.

STEP-BY-STEP INSTRUCTIONS

1. Go to Self Service Banner (SSB) through TUPortal.
2. GET ON A WAITING LIST. Go to the 'Add or Drop Classes' page, enter the CRN (Course Reference Number) in the Worksheet and then click 'Submit Changes'. The screen will show a message indicating that the section is closed but has a waitlist. Proceed to select 'Waitlisted' from the 'Action' dropdown box and click 'Submit Changes'. This will put you on the waiting list and 'in line' for an available seat in the course.
3. KEEP CHECKING YOUR EMAIL. Check your email regularly for messages with the subject 'Waitlist Notification for...' When you are notified of an available seat, take action as soon as possible. Read this message carefully and pay attention to the time you have to respond.
4. WHEN YOU ARE NOTIFIED OF AN AVAILABLE SEAT, go to the SSB 'Add or Drop Classes' page, find the waitlisted section and in the 'Action' drop-down box, select 'Registered Web' (or 'Drop Web' if you are no longer interested in the course) and click 'Submit Changes'. In order to stay within the maximum credits allowed (15 for full-time students, 11 for part-time students), you may have to drop a course first before you can add the waitlisted course.