

## **Steps for a Student Seeking Admission to a Course that is Full**

### **Students should create a 'Plan B' schedule**

1. Encourage the student to create a 'Plan B' schedule so they have alternative courses to fall back on should their initial plan not work due to courses filling.
2. Encourage students to be checking the portal during registration week to monitor course availability so they can be making plans and adjustments before their registration window opens.

### **LCT Courses**

1. Students wishing to enroll in a full section should contact the instructor and/or Dr. Carolyn Ayers (Associate Dean of General Education) to request admission to the course and copy their adviser on the request.

### **Other Courses**

1. The portal does not have an official waiting list system. To that end, students are advised to contact the faculty member or department chair to request admission to the course and copy their adviser on the request.
2. Speaking to the instructor of the course or the department chair (especially when sections are taught by adjuncts) can alert the department so they know what the needs are and can either keep an unofficial waiting list (absolutely necessary if we think about opening new sections) or come up with an alternative plan for the student.