

# MARKETING DEPARTMENT

## WAITLISTS

If you have registered for a place on a course waitlist, please read the following:

- When a seat opens in a course, registration is not re-opened nor is it automatic.
- Students will be notified via email if a seat is available for them.
- Students will be given 24 hours to express their interest in registering.
- Once students are given the required permissions, they will be notified via email. They will then have 24 hours to drop from the course waitlist and re-register (add CRN to registration worksheet and submit).
- If students are registering after the last day to register via the web, they will have to call Records & Registration (734.487.4111) or stop by Service EMU and request to have the course added to their schedule.
- Students may put themselves on more than one waitlist for the same course. However, students will not be offered an open seat if they are already registered for that course.

Be sure to check your email at least once daily. If students do not adhere to the 24 hour deadlines, the open seat will be offered to the next student on the waitlist without exception.

## PREREQUISITE & RESTRICTION OVERRIDES

If you would like to register for a course but do not meet the prerequisite(s), major restriction, and/or class-level restriction, please read the following:

- Prerequisite and restriction overrides require the explicit, written permission of the instructor of the course.
- The student will then be followed up with via email regarding instructions for registration.

## ADDITIONAL NOTES on REGISTRATION

- Departments do not have the ability to register on behalf of students.
- Departments do not have the ability to lift holds on students' accounts.
  - Questions regarding holds should be directed to Student Business Services (734.487.3335).
  - Information regarding Financial Aid can be found on the Financial Aid website. You can also reach them by phone (734.487.0455) or email (financial\_aid@emich.edu).
- Course prerequisites and restrictions can be found in the course catalog.
- If you have questions about which courses to take, you can make a COB advising appointment online.