Management Course Wait List Information  
Spring 2018

Eligible Courses  
MGMT courses only. Wait-listing is not available for honors sections.

Alternatives to Wait-Listing  
Getting on a wait list for a full course does not guarantee placement in the course. The best way to potentially enroll in a full course is through watching the registration system. Students are constantly adding and dropping courses all the way through the first week of classes. Registration system availability is posted in Howdy and at https://goo.gl/Bb4h13.

Who is Eligible  
The management department considers enrollment from a wait list a privilege based on need. Example: If a specific MGMT course is required for you to graduate in the semester you are requesting to be wait listed (need), you can be enrolled in the course, but not necessarily a specific section (desire). Need also typically means requests are considered for degree candidates only.

Wait List Review Order  
- Graduating students have top priority. Graduating status is determined by the management department via a review of remaining degree requirements on your degree evaluation.
- Undergraduates needing MGMT 466 are considered based on their completion of the prerequisites: FINC 341, MGMT 363, MKTG 321, SCMT 364, and U4 classification.
- Students pursuing one of the business certificates (entrepreneurship, international, nonprofit).
- Non-graduating management majors who have a direct time conflict with another required course (when the conflicting course does not have an alternate section).
- Non-management business majors who have a direct time conflict with another required course (when the conflicting course does not have an alternate section).
- Students pursuing a business minor and requesting MGMT 209 or MGMT 309 are prioritized by graduation date.
- Students who have a work schedule conflict with a management course. While we understand the reality that many students must work during their university career, the management department expects that academic courses will remain the top priority for students. Work schedule considerations are the lowest priority consideration for forces and will only be granted when space permits.
- For graduate students/courses, the review order above, as applicable, is used.

Reasons your Request will be DENIED/You will NOT be enrolled  
- Section changes. If you are enrolled in a section, you are holding a seat that could be available to another student.  
  *****You must drop your current section if you wish to be considered for another.*****
- A more convenient class time. We understand that not everyone enjoys Friday and 8:00 am classes, but early (or late) classes throughout the week are a necessity of the university environment.
- Preference for a specific instructor.
- Time conflict with a course already on your schedule.
- Lacking course prerequisite(s).
- Registration holds.
- No seats become available. In most cases, we do NOT have extra seats saved. They must become available via the student add/drop process for us to pull from the wait list.

Wait List Dates  

<table>
<thead>
<tr>
<th>First Round</th>
<th>Accepted</th>
<th>Reviewed/Processed</th>
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<tbody>
<tr>
<td>Nov 27 to Dec 4</td>
<td>Dec 5</td>
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<table>
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<tr>
<th>Second Round</th>
<th>Accepted</th>
<th>Reviewed/Processed</th>
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<tbody>
<tr>
<td>Dec 5 to Jan 5</td>
<td>Business days through Jan 8</td>
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Getting Enrolled  
- If your request is next in the queue and a seat becomes available but is not in one of your preferred sections, you will be enrolled if the open section fits with your course schedule. Again, wait listing is based upon availability and for specific need rather than desire.
- It is your responsibility to check your schedule in Howdy to see if the wait list request has been granted.
- If your request can’t be accommodated during the first round, it will be held for the second round. Please do NOT submit another request.
- Once the second round ends, any unfulfilled wait list requests will no longer be considered. Continue checking the registration system for openings through add/drop of the first week of classes.

How to be Included on a Wait List  
Submit the online Management Wait List Form available at https://goo.gl/forms/ySfjxUflZGLMYss1 during the Wait List Dates above.