

WAIT-LIST REGISTRATION PROCEDURES

Students unable to register for a course because all seats are full in all sections may be able to request “wait-list” registration. Students are advised to meet with their academic advisor about registration and schedule options before requesting wait-list consideration.

Each department has its own rules about wait-list registration, and these rules can vary from course-to-course and semester-to-semester. Contact the department offering the course to learn about wait-list rules.

The Undergraduate Program Office **does not** handle wait-list requests.

Students requesting wait-list registration into a Mays Business School course must follow rules, guidelines, and deadlines of the department offering the course:

ACCT	< mays.tamu.edu/acct/advising/ >	460	Wehner
ACCT Professional Program Courses		487	Wehner
BUSN		340	Wehner
FINC		360B	Wehner
IBUS		230	Wehner
INFO	< infoadvising.tamu.edu >	330	Wehner
MGMT	< mays.tamu.edu/mgmt/mgmt-advising >	483	Wehner
MKTG	< mays.tamu.edu/depts/mktg/advising >	242	Wehner

A wait-list request grants the department permission to enroll the student in the requested course if a seat becomes available. Students requesting wait-list registration **MUST** check their student schedule through the end of the registration period (the fifth class day of a fall or spring semester) to see whether or not the request has been approved.

In all cases, it is the student’s responsibility to see that their registration is complete and accurate, and that fees have been paid according to the University’s schedule. Use the *Registration* channel on **My Record** from **Howdy** <howdy.tamu.edu> to view your student schedule. Use the *Billing – Tuition & Fees* channel on **My Finances** from **Howdy** to view your tuition and fee bill, and make payments.

CHECK AND RE-CHECK YOUR SCHEDULE/BILL!

Changes to an existing schedule may result in additional tuition/fees. IN ALL CASES, IT IS THE STUDENT’S RESPONSIBILITY TO SEE THAT THEIR REGISTRATION IS COMPLETE AND ACCURATE AND THAT FEES HAVE BEEN PAID ACCORDING TO THE SCHEDULE ESTABLISHED FOR THIS PURPOSE.