
Waitlist and Permission Policies

If a Communication Studies class is full students may add themselves to the waitlist in Wolverine Access.

Waitlist priority is determined by the department policy below. These policies will be used to determine which students are accepted into class from the waitlist.

PLEASE NOTE:

After receiving permission, students must add the class via Wolverine Access to become officially enrolled. In all cases, it is the student's responsibility to insure proper registration in a course.

COMM 101 AND COMM 102

1. Sophomores, including those with Junior class standing due to Advanced Placement credit (54 credits or less after exclusion of AP credit)
2. Freshmen
3. Juniors
4. Seniors

COMM 200-449 LEVEL COURSES

1. Senior declared Communication Studies majors
2. Junior declared Communication Studies majors
3. Sophomore declared Communication Studies majors
4. Freshmen declared Communication Studies majors
5. All other undergraduate students in order of sequence on the waitlist who have fulfilled the appropriate prerequisite.

COMM CAPSTONE SEMINARS (COMM 450-499)

1. Senior declared Communication Studies majors according to the date/time registered.
[NOTE: Students must be officially declared Communication Studies majors to enroll.]

Permissions and the 2-Class Rule

Department policy requires students to attend the first two seminars or lectures of a course. For courses with discussion/lab sections, students must attend the first two lectures **and** the first discussion/lab section. Faculty may administratively **drop** students from a course if they fail to attend according to this policy.

Permission Priorities

The department's established priorities will be used to grant permissions. Students who are registered in one section of a class, but wish to switch sections, will NOT be given priority over any student on the Wolverine Access waitlist.

Permission Procedures

- 1) Instructors submit permission forms to department staff who will issue permissions within 24 business hours.
- 2) Students will receive an e-mail with registration information from Wolverine Access. **Permissions will be valid for 3 days and will expire at midnight on the third day (including weekends).**
- 3) If a permission is not used by the expiration date, the student will be automatically dropped from the waitlist by Wolverine Access, and the permission will be issued to the next student according to the waitlist priorities.