

WAITLIST POLICY

COMPUTER SCIENCE

The Computer Science Department uses waitlists to manage courses that are full. This policy documents how the waitlist is processed.

WAITLIST PROCESSING

The waitlist will be processed as follows:

- Students request to be added to the waitlist using the WISE form. Submission of the form is considered to be an official registration request.
 - When a student is selected from the waitlist to be registered in the course, they will be manually registered in the course by the department. This will be communicated to the student.
 - Students can register for a backup class and specify that course on the WISE form. If a student gets added to the requested course, they will be dropped from the backup course.
- An initial deadline will be communicated each quarter that is typically sometime during the week after registration week. Students are encouraged to fill out the WISE form immediately after registration fails.
- Once the deadline has passed, the department will process the entries (initial processing). This will take one to two weeks.
- Students can fill out the WISE form after the initial deadline, but those entries will not be part of the initial processing and considered to have arrived after entries that were submitted before the deadline.
- After the initial processing, the department will check the waitlist and course enrollments weekly. The waitlist is checked daily during the add/drop period.
- Entries for students retaking a course will be processed starting on noon (12:00pm) the day after grades have been posted.

WAITLIST PRIORITY

The waitlist is prioritized based on the following criteria (from highest to lowest):

1. Students that need the course in order to graduate that quarter.
2. Students that need a course in order to maintain a nominal timeline to graduation (including meeting capstone project prerequisites).
3. Students that need the course to complete a computer science minor and are graduating that quarter. (Only applies to courses that part of the Computer Science minor)
4. Students that need a course in order to complete a computer science minor without impacting graduation. (Only applies to courses that part of the Computer Science minor)
5. Students in a program that requires the course as part of a major or minor.
6. Students in a program that where the course satisfies an elective as part of a major or minor.
7. Other majors

If the department needs to select students that have the same waitlist priority, ties are broken as follows (from highest to lowest):

1. Student is a declared computer science major (only applies to courses that part of a computer science program).
2. Seniority, defined as follows:
 - a. Seniority at the undergraduate level is based on which year (1st, 2nd, 3rd, etc.) the student is currently in (higher year is higher priority). Transfer students are placed accordingly (junior transfer students will be considered 3rd year) based on how much time they have left to graduation. All students in the same year have identical seniority regardless of credits.
 - b. Seniority at the graduate level is based on which quarter the student started the current program (earlier quarter is higher priority).
3. The submission time of the WISE form with these caveats:
 - a. All requests submitted before the initial deadline will be considered to be submitted at the initial deadline.
 - b. All requests for retaking a course a student is already in that is submitted before noon on the day after grades are posted will be considered to be submitted at noon on the day after grades are posted.
4. Random draw

For consistency, whether a student “needs” a course is determined by the department. This determination only considers the expected graduation date, remaining requirements, and the course schedule. Factors such as work conflicts, desired electives, or preferred instructors are not considered.

The department reserves the right to prioritize computer science majors who have lower priority to ensure they have at least one computer science course (undergraduates) or have a full-time schedule (graduates).

ADDITIONAL NOTES

The department will not reserve space in a class for a student who has a potential registration issue (such as a registration hold).

The department cannot register over registration holds, cause a time conflict, or allow the student to overload. If a spot in a course becomes available and one of these issues arises, the student will be contacted and will have two days (one day during the first week of the quarter) to correct the issue or they will lose the spot.

The department cannot register students who wish to retake a course they are currently in. Students will need to wait until grades are posted in order to register. Students can fill out a WISE form earlier but it will not be considered submitted until 12pm the day after grades have been posted. The department will not reserve space in a class for a student in this situation.

If a prerequisite is not recognized and a student completes a WISE form to request registration into the course and that course becomes full, that entry becomes a normal WISE form entry and the student will be added to the waitlist. It is in the best interest of the students to resolve prerequisite issues before registration week.

A pending grading grievance or incomplete is not sufficient for meeting the grade minimum of a prerequisite course (unless the grade already meets the minimum). In order to register for a subsequent course, the grading grievance or incomplete must be resolved.

Matriculated students who take a prerequisite course outside of Seattle University must complete the course and receive an appropriate grade before they are added to the course. The department will not reserve space in a class for students in this situation.

If the demand for a particular course is high, the department may add an additional section of that course. In this situation, the department reserves the right to move students to better balance the enrollments across the multiple sections.

If a student is registered in a class and have found to violate prerequisites or registration restrictions, they will be removed from the course even if the student was able to register for the course due to human or computer error. If an eligible student is registered for a course, they cannot be removed from the course even if there are students with higher priority on the waitlist.

Slight deviations from this policy may be necessary for courses that do not conform to the normal academic calendar (such as late start courses).

REVISION HISTORY

Last revised November 1, 2022