

Waitlist Process

Cardinal Students Waitlist Process

In order to improve your chances of being selected from the waitlist, please review the following points:

1. You will get pulled from the waitlist only if the class you are requesting does not present a time conflict with a class in which you are currently scheduled (e.g. If you are enrolled in Course A, which meets on Tuesdays from 2:00-3:15PM, and you are on the waitlist for Course B which meets on Tuesdays from 2:00-3:50PM, you will **NOT** be pulled from the waitlist). In order to be pulled from the waitlist, you must have free space on your schedule for that time slot.

2. You will get pulled from the waitlist only if you are not enrolled in another section of the course (e.g. If you are enrolled in Trial Practice, Sec 1 and are on the waitlist for Trial Practice, Sec 2, you will **NOT** be pulled from the waitlist).

3. You will get pulled from the wait list only if the class you are requesting does not put you over the maximum number of credit units you are allotted for your division (e.g. If you are a day division student and you are currently enrolled for 14 credit hours and are on the waitlist for Trial Practice (3 credits), you will **NOT** be pulled from the waitlist. This would equal 17 credit hours, which exceeds the maximum number of credit units you are allowed as a day division student (16 hours). The same is true of evening students, who are allotted a maximum number of 12 credit units.

4. Each class has a waitlist of **10** students. If you register for a class that is full and would like to put yourself on the waitlist, please ensure that you have met the above criteria. If you have not met the aforementioned criteria, you will not be selected from the waitlist.

5. **Important**, please note: Unfortunately, our current student system, Cardinal Students, will **not** notify you when you are pulled off of a waiting list and into a class. Therefore, you must be vigilant in checking your schedule via Cardinal Students. If you no longer wish to be considered for a course, please remove yourself from the waitlist. The Registrar's Office will not be responsible for removing you from a class which you did not realize you were registered for. Finally, if you have any questions or concerns, please contact the law school Registrar, Stuart Schept, at (202) 319-5003, schept@law.edu or see Stuart in Room 343.