

HISTORY DEPARTMENT COURSE RESTRICTIONS, WAIT LIST, AND DROP/ADD POLICIES

We welcome the high demand for our classes and want to make seats available for as many students as possible. However, we do not have limitless numbers of either faculty or classrooms and therefore have to have policies that insure that we make the best use of our resources. To help you understand the Course Restrictions, Wait Lists, and Drop/Add Policies that we employ to try to service as much demand as possible, we provide below some explanations.

Course Restrictions: Not every history course is restricted.

200 level courses: Many sections in 200 level courses have 3-10 seats restricted to certain categories of people. The language in MyPack Portal on restrictions applies only to those few restricted seats. The rest of the seats are open for general registration. (If you click on the word "Restrictions" in red that accompanies some of our courses, a link opens that explains the restrictions.) From these charts, you will be able to see that though MyPack Portal may show that a course remains "open" the seats are available only in certain categories.

3xx and 4xx courses: If you see that the number of seats and the number of restricted seats is the same, then the restriction applies to all of the seats in that section or course. Thus, Hi 300 and Hi 491 are restricted to majors only. Hi 350 and 351 are for military science students primarily, HI 364 has seats reserved for middle school teacher education students, and students seeking to take most 4xx courses must have passing grades in a certain number of credit hours.

HISTORY DEPARTMENT POLICIES ON WAITLISTS, DROP/ADD

1. **Wait List:** MyPack Portal maintains a wait list of 3-5 students for every history course, except large lecture courses with numerous discussion sections. If you see that seats are "available," but you have not been added it is probably because the newly opened seat is for one of restricted categories described above. Otherwise, as seats open, you will be added. **If you remain on the waitlist as of the first day of classes and want to join a class you MUST attend the first two meetings of the class or notify the instructor that you plan to take the class and have a legitimate reason for missing the initial meeting.** If seats become available, students who were waitlisted and have attended the first two classes are the

first to be added. **However, if you fail to attend the first two meetings or to notify the faculty member, you will be dropped according to the policy described below.**

2. **Drop/Add Policy:** The History Department employs a MANDATORY DROP POLICY. This policy requires that unless you have notified the instructor in advance that you will be absent, failure to attend the first two meetings of a course that meets two or more times a week or the first class of a course that meets only once a week will lead to your being automatically dropped from the class. Your place in the class will be assigned to someone on a wait list for that class. On the first day of class, all class rosters for history courses are closed so that we can enroll students off the waitlist (where possible). Every course will also have a sign-up sheet at the first several classes for students who were not on the MyPack Portal waitlist and are seeking to be added to that class. In order to be added to the waitlist, a student must attend the first two class meetings of the semester. Seats that become available through either voluntary or mandatory drops will be assigned first to those on the MyPack Portal waiting list and then to those on the waiting list maintained by the instructor of the class, based on the following priorities: history majors graduating that semester, history majors graduating the following semester, any student graduating that semester, any student graduating the following semester, history majors in general, CHASS students, non-CHASS students. Within each of those categories the normal seniority preferences will apply: seniors, juniors, sophomores, freshmen. Starting with the first day of class, the instructor for each section maintains his/her own wait list. After either the first or second class meeting, the instructor gives the list to Ms. Miller, who will add students from the wait list to the course roll according to the priorities described in the previous paragraph.

You will be able to add history courses only through this process.

Faculty must use the add/drop list and give it to Norene Miller for processing. They may not give permission to individual students to add and may not send students to the department office for permission to add. Once classes start, MyPack Portal will not allow a student into a class. All drops and adds are controlled by the department.

The Department's drop/add policy may result in overcrowded classrooms for the first several meetings of a course. However, no class will be allowed to have more students than there are seats. Please be

patient.

If you have any questions about this policy, see Ms. Miller in Wither 359. Please *do not* email or call with phone messages as she is too busy during the first week of classes to check her voice mail.

*Finally, and most important, remember that it is **your responsibility as a student to check your schedule and your ADA** to make sure that you are properly enrolled in or dropped from a class and that the class fulfills the appropriate requirement.*

*According to University rules, if you are attending a class but not on the roll, a faculty member is required to stop evaluating your work. To make sure that your time and effort is not wasted, confirm that your schedule shows you to be enrolled in a class and in the status that you want (i.e., for credit or for grade). **Again, making sure that you are properly enrolled or dropped is not the responsibility of either the faculty member or Ms. Miller. It is your responsibility.***

Thank you for your cooperation with these policies and for your interest in our courses.

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