

## Department of Information and Operations Management

### *Wait List Request Guidelines*

Last updated: April 6, 2010

The Texas A&M University course registration system handles most student needs to add courses. During pre-registration and open registration, students make multiple adjustments to their course schedules. Thus, a class section that might be full at a particular day/time, may not be full at a different day/time. We encourage students to watch the registration system for openings in previously full classes and to enroll as these opportunities become available.

In cases where all sections of a particular course are full, a student may opt to submit a wait list request. The department policy and process for handling student wait list requests are outlined below. While Texas A&M University refers to these requests as "Force Requests," in the Mays Business School, we call the requests "Wait List Requests."

### **Wait List Request Policy**

1. The Department of Information and Operations Management can wait list students for courses with the INFO course prefix only. Similar policies for courses with other course prefixes (e.g. KINE, MKTG, MGMT) are handled with advisors in those departments.
2. The Department of Information and Operations Management cannot wait list students for honors sections. Wait list requests for honors sections are handled by the Mays Honors office.
3. To make a wait list request for an INFO class, you must submit an electronic INFO Course Wait List Request via the Course Wait List Request System.
4. Making a wait list request does not guarantee a seat in a class. The Department of Information and Operations Management approves enrollment from a wait list based on need (if and where space permits).
5. Wait list requests will be reviewed in batches at the end of the wait list submission period. Students will be notified by the advisor after a decision is made regarding their wait list request.
6. The following issues are not appropriate considerations for wait list requests:
  - a. **Section changes.** If you are enrolled in a section, you are holding a seat that could be available to another student. Please drop your section in order to be considered for another.

- b. **A more convenient class day/time.** We understand that not everyone enjoys Friday and 8:00 am classes, but early (or late) classes throughout the week are a necessity of the university environment.
  - c. **Preference for a specific instructor.**
7. The academic advisor will not review your schedule to determine if granting a wait list request will result in a time conflict with another course on your schedule. You are responsible for resolving any conflicts. The INFO Student Services Office staff will not drop courses from your schedule.
  8. Priority consideration is given as outlined below. While we consider extenuating circumstances, things such as work; routine family obligations; meetings or activities (even if they are for a TAMU sponsored organization); or travel to and from TAMU are typically not considered as extenuating.
  9. It is your responsibility to check your schedule in Howdy to see if the wait list request has been granted.
  10. Wait list requests will be reviewed in the following order when they are considered:

#### **Undergraduate Student Wait List Priority**

1. Graduating seniors have first priority. Graduating status will be determined by the advisor via a review of remaining degree requirements on your degree audit.
2. Non-graduating MIS or Supply Chain majors who have a direct time conflict with another required course (when the conflicting course does not have an alternate section).
3. Non-MIS or Supply Chain business majors who have a direct time conflict with another required course (when the conflicting course does not have an alternate section).
4. Students pursuing a business minor and seeking admission to INFO 209 will be prioritized by graduation date. Business minor and graduation date will be determined by the advisor via a review of remaining degree requirements on your degree audit.
5. Students **NOT** pursuing a business minor and seeking admission to INFO 209 have lowest priority. In such cases, wait list requests will only be granted as space permits. Business minor status will be determined by the advisor via a review of your degree audit.

#### **Graduate Student Wait List Priority**

1. Graduating MS-MIS or PPA-MIS students have first priority.
2. Non-graduating MS-MISY or PPA-MIS students.
3. Other Mays graduate students.
4. Non-business graduate students.

## **Other Priority Considerations**

1. Students who have a work schedule conflict with an INFO class. (While we understand the reality that many students must work during their university career, we also expect that academic classes will remain the top priority for students. Work schedule considerations are the lowest priority consideration for wait requests and will only be granted when space permits.)
2. When classroom seating capacity limits the number of students who can be added to a section and more students are on the wait list than can be accommodated, decisions regarding multiple students with identical criteria based on the previous items will be based on date/time wait list request was submitted.