

2008 Fall Wait list Activation Period

You may enroll in a closed class from a wait list during the Wait List Activation Period if:

- There are available seats,
- You have been notified that you are eligible to enroll, and
- You enroll before your eligibility expires.

What We Do

- We check to see if there are available seats in closed classes.
- If there are available seats and you are wait listed and you are eligible to enroll, we will create a waiver allowing you to enroll in the closed class(es) and we will send you an email to your Hamline email address notifying you.

What You Need to Do

- Wait list waivers don't override any other registration constraints (such as pre/co-requisites, registration holds, professor consent, etc.). Please make sure you resolve such issues before the Wait List Activation Period begins.
- Check the Wait List Activation Period schedule below.
- Check your **Hamline** email account for notices of enrollment eligibility. This is the only notification method.
- Eligibility to enroll does not mean you will be automatically registered. If eligible, you must change your class registration status in Piperline from **Wait List** to ****Web Registered**** before the eligibility to enroll deadline (please see schedule below). You may have to drop other classes to eliminate time conflicts or maximum allowable credits constraints.

How to Change Your Registration Status from Wait List to ****Web Registered****

- Login to Piperline.
- Access your schedule for the Fall 2008 term.
- Find the class in which you are wait listed. Note the CRN (you will need it in the next step).
- Change the **Action** value from **None** to ****Web Drop/Delete****. (You must first drop the wait list registration to prevent a duplicate CRN error.)

Current schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|------------------------------|--|-------|------|------|-----|-----------------------|-------|---------------------------|------------------|
| Wait List on Jul 23, 2006 | <input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="**Web Drop/Delete**"/> | 10726 | LAW | 9509 | 1 | Hamline Law School | 0.000 | Normal Grading Mode | Environme Law |

- Click the **Submit Registration** button. (continues next page →)

- Type the CRN in the first box of the **Add Classes Worksheet**.

Add Classes Worksheet

CRNs

- Click the **Submit Registration** button.
- The enrollment **Status** will change from **Wait List** to ****Web Registered****.

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|------------------------------------|--------|-------|------|------|-----|--------------------|-------|---------------------|-------------------|
| **Web Registered** on Jul 23, 2006 | None | 10726 | LAW | 9509 | 1 | Hamline Law School | 3.000 | Normal Grading Mode | Environmental Law |

If You Don't Enroll Before the Waiver Expires

- You will be dropped from the wait list.
- The seat will be offered to the next eligible student on the wait list during the next eligibility notification round (there will be four rounds of wait list notifications) or, after all notification rounds, the seat will become available to all students during the Open Add Period (please see schedule below).

The Open Add Period

After the Wait List Activation Period ends all **wait lists expire** (all students are dropped from all wait lists). During the Open Add period **open seats become available to all students on a first come first served basis** (please see schedule below).

Deadline to Wait List a Weekend Class (Including Friday Night Classes)

| |
|---|
| Midnight, Sunday, August 17 th |
|---|

Wait List Activation Period Schedule for Weekend Classes (Includes Friday Evening Classes)

| <i>You will be notified before</i> | <i>that a seat is available and that you must register before</i> |
|--|---|
| 9:00 a.m., Monday, April 28 th | 9:00 a.m., Wednesday, April 30 th |
| 9:00 a.m., Thursday, May 1 st | 9:00 a.m., Thursday, May 15 th |
| 9:00 a.m., Monday, August 11 th | 9:00 a.m., Friday, August 15 th |
| 9:00 a.m., Monday, August 18 th | 9:00 a.m., Wednesday, August 20 th |

Open Add for Weekend Classes (Includes Friday Evening Classes)

| <i>Starts</i> | <i>Ends</i> |
|--|---|
| Midnight, Wednesday, August 20 th (00:00:01 a.m. Thursday, August 21 st) | OTR Counter Service: 5:00 p.m., Thursday, August 21 st Piperline: Midnight, Thursday, August 21 st |

Online registration for weekend classes will be disabled from 9 a.m. on Wednesday, August 20th until midnight.

Deadline to Drop Weekend Classes (Includes Friday Evening Classes)

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| Office of the Registrar Counter Service: 5 p.m., Tuesday, August 26 th Piperline: Midnight, Tuesday, August 26 th |
|--|

Deadline to Wait List a Day Class

| |
|---|
| Midnight, Thursday, August 21 st |
|---|

Wait List Activation Period Schedule for Day Classes

| <i>You will be notified before</i> | <i>that a seat is available and that you must register before</i> |
|--|---|
| 9:00 a.m., Monday, April 28 th | 9:00 a.m., Wednesday, April 30 th |
| 9:00 a.m., Thursday, May 1 st | 9:00 a.m., Thursday, May 15 th |
| 9:00 a.m., Friday, August 15 th | 9:00 a.m., Monday, August 18 th |
| 9:00 a.m., Friday, August 22 nd | 9:00 a.m., Monday, August 25 th |

Open Add for Day Classes

| <i>Starts</i> | <i>Ends</i> |
|--|--|
| Midnight, Monday, August 25 th (00:00:01 a.m. Tuesday, August 26 th) | OTR Counter Service: 5 p.m., Tuesday, August 26 th Piperline: Midnight, Tuesday, August 26 th |

Online registration will be disabled from 9 a.m. on Monday, August 25th until midnight

Deadline to Drop Day Classes

| |
|--|
| Office of the Registrar Counter Service: 5 p.m., Tuesday, September 2 nd Piperline: Midnight, Tuesday, September 2 nd |
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