

2010 Spring 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 Spring 2010 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.
- Type the CRN in the first box of the **Add Classes Worksheet**.

Add Classes Worksheet

CRNs

10726									
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Submit Registration

Class/Block Search

Reset

- 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).

Policy for Clinics and Practicums

Selected classes with high demand and low enrollment caps will have modified wait list processing. During the initial registration period, a wait list will be started for all Clinics and Practicums. After the first round of wait list processing, wait lists for those classes will be cleared. At that point, if a seat opens up, it will become immediately available on a first-come first-served basis. If you have an interest in these classes and do not obtain a seat in the initial registration period or first round of wait list processing, check frequently for open seats and register as soon as one becomes available.

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

Midnight, Sunday, January 24 th
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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., Wednesday, November 4 th	9:00 a.m., Friday, November 6 th
9:00 a.m., Monday, November 9 th	9:00 a.m., Thursday, November 12 th
9:00 a.m., Tuesday, January 19 th	9:00 a.m., Friday, January 22 nd
9:00 a.m., Monday, January 25 th	9:00 a.m., Wednesday, January 27 th

Open Add for Weekend Classes (Includes Friday Evening Classes)

<i>Starts</i>	<i>Ends</i>
Midnight, Wednesday, January 27 th (00:00:01 a.m. Thursday, January 28 th)	OTR Counter Service: 5:00 p.m., Thursday, January 28 th Piperline: Midnight, Thursday, January 28 th

Online registration for weekend classes will be disabled from 9 a.m. on Wednesday, January 27th until midnight.

Deadline to Drop Weekend Classes (Includes Friday Evening Classes)

Office of the Registrar Counter Service: 5 p.m., Thursday, February 4 th Piperline: Midnight, Thursday, February 4 th
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Deadline to Wait List a Weekday Class

Midnight, Tuesday, January 19 th

Wait List Activation Period Schedule for Weekday 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., Wednesday, November 4 th	9:00 a.m., Friday, November 6 th
9:00 a.m., Monday, November 9 th	9:00 a.m., Thursday, November 12 th
9:00 a.m., Thursday, January 14 th	9:00 a.m., Tuesday, January 19 th
9:00 a.m., Wednesday, January 20 th	9:00 a.m., Sunday, January 24 th

Open Add for Weekday Classes

<i>Starts</i>	<i>Ends</i>
Midnight, Sunday, January 24 th (00:00:01 a.m. Monday, January 25 th)	OTR Counter Service: 5 p.m., Monday, January 25 th Piperline: Midnight, Monday, January 25 th

Online registration will be disabled from 9 a.m. on Sunday, January 24th until midnight

Deadline to Drop Day Classes

Office of the Registrar Counter Service: 5 p.m., Monday, February 1 st Piperline: Midnight, Monday, February 1 st
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