Philosophy Department Waitlist and Permission Policies
Effective Spring 2015

For all classes, the department uses the electronic waitlist system once the class fills. Students seeking to enroll in a full class must put their names on a waitlist through the on-line registration system (Wolverine Access). A waitlist number will appear on their schedules indicating their spot on the electronic waitlist. However, priority on the waitlist is determined not by sequential order but by the departmental policies listed below. Newly declared major or minor students having difficulty enrolling in open courses should contact the Philosophy Main Office for assistance at 734-764-6285.

WAITLIST PRIORITIES in 100 and 200-Level Philosophy Courses:
Undergraduate students admitted in order of sequence on the waitlist.

WAITLIST PRIORITIES in 300-Level Philosophy Courses:
1. Senior Philosophy, PPE or CogSci majors and minors (declared)
2. Junior Philosophy, PPE or CogSci majors and minors (declared)
3. All other undergraduate students who have fulfilled the appropriate prerequisites in order of sequence on the waitlist.

WAITLIST PRIORITIES in 400-Level Philosophy Courses
1. Philosophy graduate students
2. Senior Philosophy, PPE or CogSci majors or minors (declared)
3. Graduate students in other disciplines
4. Junior Philosophy, PPE or CogSci majors or minors (declared)
5. All other undergraduate students who have fulfilled the appropriate prerequisites in order of sequence on the waitlist.

Permission Procedures
The Philosophy Main Office staff, in consultation with instructors, will apply the priorities listed above in processing permissions as soon as a seat becomes available in a course. Students offered permission will receive an e-mail with registration information from Wolverine Access. Permissions will be valid for 48 hours (including weekends) during Fall and Winter terms, and for 1 week at all other times. After receiving permission, students must add the class via Wolverine Access to officially enroll. It is the student’s responsibility to ensure that they are enrolled in, or dropped from, a course. Failure to use the permission within the allotted time frame will result in being automatically dropped from the waitlist. Students who fail to use a permission before it expires can manually re-add themselves to the waitlist via Wolverine Access.

Students who wish to register for a class for which they are still waitlisted on the first day of the term should attend the first class meeting. If the instructor chooses to make additional seats available in the class, the Philosophy Main Office staff will apply the priorities listed above to process permissions. Instructors may choose to wait as late as the third class meeting to grant permissions. Instructors can request that registered students be administratively dropped from a course if they fail to attend the first two class meetings.

Section Issues
A student may only be registered OR waitlisted for one discussion section of a lecture/discussion course. Those who are already registered in one section of a course, but wish to switch to another, will not be given priority over a student on the official waitlist in Wolverine Access.

Cross-Listed Courses
Students should note that for cross-listed courses, their waitlist position is based on the department under which they attempt to enroll.