

# WAITLIST

## Policies and Procedures

### ***What should I do if I am waitlisted for a class?***

- Attend the first session of the class (arriving a little early may be helpful).
- Have a completed Add/Drop form ready for the instructor's signature.
- Let the instructor know who you are and that you are on the waitlist. If the instructor allows you to take the class, you **must** add the class (see "to add a class" below) with an Add/Drop form from Records.
- ***Simply obtaining the instructor's verbal permission is not enough!***
- Return completed Add/Drop form with instructor's signature to the Records Office within the Add/Drop Period (**January 22 – January 28, 2019**).
- If you no longer wish to take the class, do nothing – the class will not be included on your final schedule.

### ***To add a class:***

- Pick up an Add/Drop form from the Records Office.
- Complete the form, printing your name clearly and include both the title and the course number of the class you wish to add.
- Bring the completed Add/Drop form to the first class session and obtain the instructor's signature on the form.
- Return completed form with instructor's signature to the Records Office within the Add/Drop Period (**January 22 – January 28, 2019**).
- You must bring the signed form to the Records Office no later than 5:00 p.m. on **January 28, 2019**.

### ***Spring Semester 2019 Add/Drop Period: January 22 – January 28, 2019***

MCAD students are responsible for the information contained in this handout. If you have any questions or concerns about your waitlisted status, please contact the Records Office in the Morrison Building, M103, at 612.874.3727, or [records@mcad.edu](mailto:records@mcad.edu).