If a course you would like to take is listed as full or waitlisted on WebAdvisor, follow these steps:

1) **PLACE YOURSELF ON THE WAITLIST**  – If this course is crucial not only to your schedule but to your program degree requirements. If you make it off the waitlist and in to the class you will receive an email from the registrar telling you that you can register in the class. You must register for the class within 24 hours; **you will not be placed in the course automatically.** Do not waitlist for courses that are at scheduled at the same time as courses you are registered in.

2) **HAVE A PLAN “B.”** - Choose another course that you are willing to take in case you cannot get in to your first choice.

3) **HAVE A FLEXIBLE SCHEDULE.**  Be willing to rearrange your schedule if courses don’t work out as planned.

4) **FREQUENTLY CHECK “MANAGE MY WAITLIST LIST” ON WEBADVISOR.** This will help you determine:
   a. If you’re very close to being added to the section.
   b. If there are too many students on the waitlist. Use your judgment and be honest with yourself. If you are #25 on a waitlist for a class with only 20 seats, chances may be quite slim that you will get in.

5) **ON THE FIRST DAY OF CLASS-** If you are still on the waitlist, please be ready to petition for the course using the following steps.
   a. **Show up early!**
   b. **Be patient with the professor** and **understand priority** will be given to upper division students and students in the major or minor.
   c. **Have your ADD/DROP form ready.** This can be picked up the Registrar’s office or downloaded from their website at [http://www.chapman.edu/RegOffice/](http://www.chapman.edu/RegOffice/).
   d. **Get the appropriate signatures** on your ADD/DROP form.
      * If the course is listed as closed on WebAdvisor the instructor or department chair’s signature is required on the add/drop form. You may be added if room capacity allows.
      * Freshmen hoping to add a 300 level course or sophomores hoping to add a 400 level course must obtain the instructor’s and department chair’s approval on an add/drop form. Please note that upper/division foreign language or honors courses do not require the department chair’s signature.

6) **DO NOT E-MAIL THE PROFESSOR TO ADD YOU.** Instructors cannot add students to the class until the first day of the semester, when the waitlists are turned off. Follow the instructions above to try to get added. Please do not flood your instructor’s email box with requests!

Remember… **PATIENCE** and **FLEXIBILITY** are key.