

WAITLIST FOR LAW SCHOOL COURSES

We maintain waitlists for selected courses and students can use the Registration channel in [TUportal](#) during the designated Add/Drop period to be added to a waitlist (we do not maintain waitlists for any course during Priority Registration.) Video Tutorials for “Using Waitlisting and Conditional ADD/Drop Features” and “Registering for Classes and Planning Schedules” are available [here](#).

Waitlists will only be available for the following courses:

- Writing seminars
- Professional Skills courses (but not Internal Clinicals – we do have them for external clinics)
- Courses that were full at the end of the Priority Registration Period

Joining a waitlist allows students to ‘get in line’ for a course that is closed and be notified by email if a seat becomes available. If you are on a “waitlist” and are notified that a seat has become available, you will **NOT** automatically be registered - **you must take action to register for the course**. If you don’t register by the ‘take action’ deadline indicated in the notification email, you will be dropped from the waiting list.

Students who want to join a course that is full must join the waitlist for the course. Professors are not able to give individual students permission to join a course.

WAITING LIST TIPS

- Before joining the waitlist for a course, make sure that you meet its pre-requisites or co-requisites, if any. While you are allowed to join a waiting list without restriction, you will not later be able to register for the course unless you meet all of its requirements and the new course is not in time conflict with any course for which you are already registered.
- You can join as many waitlist as you wish. However, once you have registered for the course that you want, please remove yourself from the other waitlist(s) to allow other students an opportunity.
- You can join a waitlist for courses even if you have registered for the maximum allowable credits for a semester. However, if you are notified of an available seat, you may have to drop a course before attempting to register for the waitlisted course.
- Your placement on a waitlist and the notification of available seats will be on a first-come, first-served basis.
- Once notified of an available seat, you will have a deadline during which you need to take action and either register for the seminar or drop yourself from the waitlist. If you do not meet this ‘take action’ deadline, you will be dropped from the waitlist. This deadline will be indicated in the notification email sent to your TU email account.
- If you are no longer interested in registering for a course for which you have joined a waitlist, please drop yourself from its waitlist right away. You can drop yourself from a waitlist list anytime during the Add/Drop period.

STEP-BY-STEP INSTRUCTIONS

1. Log-in to [TUportal](#) using your AccessNet username and password.
2. GET ON A WAITLIST. Go to the Registration Channel (New), select Register for Classes (Add/Drop) page, locate the course, section and the CRN (Course Reference Number) of the course you want and click “Add”. Under the Summary section, select waitlist under action drop-down box and then click ‘Submit’ at the bottom of the screen. This will put you on the waitlist and ‘in line’ for an available seat in the course.
3. KEEP CHECKING YOUR EMAIL. Check your email regularly for messages with the subject ‘Waitlist Notification for...’ for when you are notified of an available seat, take action as soon as possible. Read this message carefully and pay attention to the time you have to respond.
4. WHEN YOU ARE NOTIFIED OF AN AVAILABLE SEAT, go to Register for Classes (Add/ Drop) page, find the waitlisted section and in the ‘Action’ drop- down box, select ‘Registered Web’ (or ‘Drop Web’ if you are no longer interested in the course) and click ‘Submit’. In order to stay within the maximum credits allowed (15 for full-time students, 11 for part-time students), you may have to drop a course first before you can add the waitlisted course.