

# WAITLIST FORM

*Keep this half  
for reference*

**PLEASE READ THE PROCEDURE REGARDING WAITLISTING CLASSES AND COMPLETE THE FORM BELOW AND RETURN IT TO STUDENT SERVICES FOR PROCESSING.**

1. Waitlisting cannot be done via Banner Web.
2. You may waitlist two courses per term. If the course you are waitlisting has a lab, you must include the lab section you want on the form. (The lab does not count as your second course.)
3. **Waitlisting does not guarantee you will get into the course.**
4. If a seat becomes available, students are moved into the course in the order in which they submitted the waitlist form. Students are notified by email if they get a seat in the class. The Registrar's office moves students into open seats from the waitlists until two weeks before the start of the term.
5. Beginning two weeks prior to the start of the term, **it is your responsibility to contact the instructor and get his/her signature on an Add/Drop Form and bring it into the Student Services Center in order to be registered and get credit for the class!** There are late registration fees and deadlines – see the Class Schedule for information.
6. Faculty reserve the right to deny admission to any student on the waitlist.

Call 253-535-7113 or email [registrar@plu.edu](mailto:registrar@plu.edu) if you have any questions about the waitlist.

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Name (Print): _____			
Last	First	MI	
ID #: _____	PLU E-mail Address: _____@plu.edu		
Local Phone Number: (____) _____ - _____		Phone Number Between Terms: (____) _____ - _____	
Local Address: _____			
		City	State
		Zip	
Address Between Terms: _____			
		City	State
		Zip	
Signature: _____			Date: ____/____/____

PREFERRED COURSE (list up to two classes in this section in order of preference):				Registrar's Office Use Only
TERM	CRN#	DEPT / CRSE # / SECT	TITLE	

**Indicate below a course you want dropped if you are placed in the waitlisted course shown above:**


ALTERNATE COURSE (you will be dropped from this waitlist if your preferred class becomes available):				
TERM	CRN#	DEPT / CRSE # / SECT	TITLE	

**Indicate below a course you want dropped if you are placed in the waitlisted course shown above:**
