

# 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. After that, only a faculty signature or add/drop form will allow students into a class.
5. 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):				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:


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**NOTE: If registered for 14 to 17 credits, you must indicate the class to be dropped in the event a seat opens in the waitlisted class.**