

## **Journalism Department Internal Waitlist Policy**

Registration for some Journalism courses, because of limited number of seats and high demand, require application in advance. The courses are listed below and might not be offered every quarter. Please check Classfinder to see when the course is available.

We strongly recommend that when you plan your schedule, you send override request forms in as soon as possible for courses you need to take that academic year.

Before each registration period begins, we'll remind you by email on Canvas that override requests are being accepted. If you need an override for one of these courses, you must fill out a Journalism Course Override Request Form (<https://chss.wvu.edu/journalism/form/journalism-override-request-form>) to be considered for the waitlist or an override. Be sure to submit your request at least two weeks prior to the start of registration or your request may not be processed.

Please note the following important information regarding the form:

- Just because the system sends you an email that your form was received does not guarantee you a spot in the class.
- Please check the prerequisites for each course for which you seek an override. If you do not meet the prerequisite requirement, you will be placed at the bottom of the list and must seek instructor permission.
- Complete a separate form for each quarter's classes. You cannot request multiple quarters on one form.
- Please put both the numeric code for the class (like JOUR 380) and the CRN on the form.

The department reserves the right to rearrange the order of students on any class waitlist based on (but not limited to) major/pre-major or minor status, planned graduation date, class standing (credits) and completed prerequisites. A student who obtains an instructor's approval, will be allowed to enroll in the course if space is available after all students who have met the requirements have registered. Instructor approval does not override the waitlist or department prioritization.

**Important:** If you request an override for a certain quarter and do not receive a seat for that quarter or you are given a seat and decide not to take the class, the override does not carry over to the next quarter. You must file a new request form for the quarter in which you want to take the class.

If you receive an override for a seat in one of the classes, you will be notified via email two to three days prior to the start of Phase I Registration. If you choose not take the class, please notify the Journalism Department as soon as possible so we can issue the seat to a student on the waitlist. Overrides not used within ten days will expire and you will lose your spot in the class.

If you do not receive an email stating that you have been issued an override, by either Lydia Love or Jenny Bettis, you do not have a seat in the class. If you are put on the waitlist for the class, you will be notified via email. If a seat opens up and you are on the waitlist, you will be notified via email that you have been issued an override and can register for the class.

Classes that require a Journalism Course Override Request Form:

JOUR 305  
Photojournalism

JOUR 321/421  
Klipsun Periodical Staff

JOUR 346  
Intro to Visual Journalism

JOUR 370  
Digital Media in Journalism

JOUR 380  
Advanced PR Writing & Techniques

JOUR 404  
Feature Writing

JOUR 407  
Public Relations Case Studies

JOUR 440  
PR Research and Campaigns

JOUR 446  
Advanced Visual Journalism

JOUR 450  
Advanced Reporting

JOUR 480  
Senior Seminar

The JOUR 430 Internship is a separate process. See Journalism faculty or staff for more information.