

## **Journalism internal wait-list policy**

Registration for some Journalism courses, because of limited number of seats and high demand, requires 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 year's schedule, you send override request forms as soon as possible for courses you need to take that academic year.

Two weeks before each registration period begins, we'll remind you by email and a post on the Journalism Majors Canvas site that waitlist requests are being accepted. If you need an override for one of these courses, you must fill out a [Journalism Override Request Form](#) to be considered for the waitlist or an override. Be sure to get your request in 3 days prior to the start of registration or your request will not be processed.

Please note the following important information regarding the form:

1. Just because the system sends you an email that your form was received does not guarantee you a spot in the class.
2. 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.
3. Complete a separate form for each quarter's classes. You cannot request multiple quarters on one form.
4. Please put both the numeric code for the class (ex JOUR 380) and the CRN on the form.

The Department reserves the right to rearrange the order of students on any class wait-list 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 wait-list 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 [Journalism Override Request Form](#) for the quarter in which you want to take the class.

If you get 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 office as soon as possible so we can issue the seat to a student on the waitlist. Overrides not used within 10 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 or Karen) 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 Override Request Form](#) to be filed:

\*Please note JOUR 430 – Field Internship is a separate process. See Journalism faculty or staff for more information.

JOUR 305 – Photojournalism

JOUR 321/421 – Klipsun

JOUR 346 – Intro to Visual Journalism

JOUR 370 – Digital Media in Journalism

JOUR 380 – Advanced PR Writing

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