Waitlist Process

Marquette University Law School

Step 1: Know When a Class Is Full

A class is full if either of these is true:

1. The class shows **0 seats remaining**, or
2. You receive this message when you try to enroll: **"Department Consent Required. You must obtain permission to take this class..."**

Once a class is full, enrollment is closed. Before the first day of classes, students can be added **only through the waitlist**, as seats open.

Step 2: Submit Your Waitlist Form

Before you start

- Your registration appointment time must have started. **Forms submitted earlier will be deleted.**
- You must be signed into Office365 with your Marquette credentials.

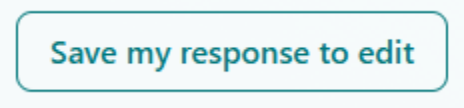
How to access the form

- Go to the Law School's **Registration Materials** webpage.
- Click the waitlist form button for the appropriate semester.

Important to know

- You may join the waitlist for multiple courses, but you must **submit a separate form for each course**.
- On each form, you may list the course you would like to drop if a seat opens (see Step 3).

Important: Save your response. Immediately after you submit, click **"Save my response to edit"** on your browser screen. We recommend doing this every time. It is the only way to edit your request later.



Step 3: List a Course to Drop (When Required)

You **must** list a course to drop in any of the situations below, whether they apply now or become true later:

- You are enrolled in a course that conflicts either partially or entirely with the waitlisted course. If you do not indicate that you would like to drop the conflicting course, you will not be added to the requested course.
- You are enrolled in another section of the same course. If you do not indicate that you would like to drop the other section in which you are enrolled, you will not be added to the requested section.
- Adding the waitlisted course would put you over the credit limit of 17 credits. If you do not indicate that you would like to drop a course in order to stay under or at the credit limit once the new course is added, you will not be added to the requested section.

Important: If you do not list a course to drop in one of these situations, **you will not be added** to the requested course.

Step 4: Manage Your Waitlist Requests

To view, edit, or delete a request

- Visit **forms.microsoft.com** and log in with your Marquette credentials, **or**
- Use the link in the confirmation email from **lawstudentservices@marquette.edu**.

If you forgot to click "Save my response to edit"

- Email **lawstudentservices@marquette.edu** with your edit request.

Keep your requests current. When waitlists are processed, you are added to the course and dropped from the course you listed. Review all of your waitlist forms to make sure they are accurate. If you no longer want a course, **delete your request** using the form's editing function.

Step 5: What Happens When a Seat Opens

- **Waitlists are processed weekly.** If space has opened in a course you are waitlisted for, you will be added to it and dropped from the course you listed.
- **You will be notified** once you have been added.
- **If there is a problem moving you into the course,** you will receive an email at your Marquette email address.

- **Respond within 48 business hours** to resolve the issue. If you do not respond, the seat will be offered to the next student on the waitlist, **but you will not lose your spot on the waitlist**.

Do not contact faculty to be added to a course before the semester starts. Until then, students **must** be added in waitlist order. Once the semester begins and waitlists are cleared, faculty have discretion to add students to their classes.

Viewing Your Waitlist Position

After registration, you will receive regular emails showing where you are on each waitlist and any movement that has occurred. You **cannot** view your position on demand.

Your Responsibilities

- Submit your form only after your registration time has started.
- Click **"Save my response to edit"** after every submission.
- List a course to drop whenever one is required.
- Keep your waitlist forms accurate and up to date.
- Delete any request for a course you no longer want.
- Check your Marquette email regularly, including and especially during the summer months.
- Respond within **48 business hours** if you receive an email about a problem with your request.

Questions?

Contact Law School Registrar **Nicole Toerpe Mason**.