

Request to add a course section that has a waitlist

Name & CWID:

Date:

Course to be added:

(include title, course number and section number)

Current position on waitlist:

Current earned credit hours:

(check Progress tab on LORA, find number in the blue bar)

Reason for needing to skip the waitlist:

Approvals

- **Instructor**, please sign below if 1) there is space in your classroom; 2) you agree to adding this student to your course; 3) you acknowledge that doing so may raise the total number of students beyond the stated course cap.

Sign:

Date:

- **Academic Advisor**, please sign below if you can confirm 1) that the course is absolutely necessary for the student's academic progress at this time and 2) there are no viable alternatives available or future opportunities to fulfill the requirement.

Sign:

Date:

- **Department Chair**, please sign below if you can affirm that adding the student beyond the established course cap will not adversely affect the learning environment for all students or violate departmental policies.

Sign:

Date:

- **Student**, please sign below to confirm that if your request has been approved, you will remove yourself from the waitlist for any other courses that would meet the same requirement.

Sign:

Date:

* NB – acquiring signatures is not a guarantee the course will be added.