

WAITLIST REQUEST FORM

Semester: _____ Year: _____

Name: _____ Student ID: _____

Course Code	Section	Location	Title	Credits

The student will be notified of an opening in the waitlisted course(s) via college email. To secure an available seat in the waitlisted course(s), the student must respond within the timeframe stipulated in the notification. There is no guarantee that a seat in the above course(s) will become available. Waitlisted courses are not part of the student's official schedule and are not counted toward full-time/part-time status. It is highly encouraged that alternate coursework be selected in addition to waitlisted sections.

By signing this form I acknowledge that I am aware of all policies and deadlines established by Pennsylvania Highlands Community College regarding registration, charges incurred, schedule adjustments, and refund periods.

Student's Signature: _____ Date: _____

Students are advised to speak with Financial Aid and the Bursar's Office(s) prior to making changes as a student's account balance and financial aid eligibility may be affected.

Registrar's Office Signature: _____ Date: _____

 Notes: _____

**Return this completed form to the Registrar's Office.
 Fax # (814) 269-3008
 Email: Registrar@pennhighlands.edu**

WAITLIST PROCEDURE

Please read the following information and feel free to ask any questions of your advisor or staff member.

Students will be waitlisted for courses that are FULL and when there are no other sections within the content area available on the schedule (i.e. social science electives, humanities electives, etc.). Waitlists are managed through the Registrar's Office and can be implemented only when the Request for Waitlist form has been received with the student's signature.

If a seat becomes available for the course, the student will be notified through their college email. A student will have 48 hours to accept or decline the course. If no response is given, the student will automatically be dropped from the waitlist.

It is the student's responsibility to manage his or her own schedule according to the published academic calendar and add/drop policy. Please contact the Registrar's Office for assistance and with questions.