

Waitlist Questions for Music

1. When does the department close courses that are **full**?
 - a. The department will close all lower division courses the day before the first day of instruction. Prior to the courses being closed, students can still add themselves on GOLD as spaces become available. Add codes will be given out the first or second week of class.
2. Who should the students contact if a course is full and when contact should be made?
 - a. Students should **not** contact the instructor for an add code. If the class is full, students must sign up with the online waitlist system, which will be generated the day before the first day of instruction. The online waitlist will remain open until the Friday of the second week of the quarter. **The online waitlist website is <https://waitlist.ucsb.edu>**.
3. How are waitlists handled and what information will be collected from the students:
 - a. Students will need to include their full name, PERM, class rank, major, umail, and their preferred lab or discussion section.
 - b. Waitlists will be prioritized according to the instructor's preference. Typically, the waitlist is prioritized by class level.
4. What action(s) should students take until they know if they can add the course?
 - a. Students should continue to attend lecture and lab or discussion section until they receive an approval code via e-mail or an e-mail stating that the class is closed for the rest of the quarter.
5. What should students avoid doing?
 - a. Students should not skip lecture. They should not simply attend the lab and ask the TA to allow them into the class. The TA does not have authority to add students to the class. Students will need go through the online waitlist system, and attend the lectures.
6. When will I be notified that I am on the wait list?
 - a. Waitlisted students should receive an e-mail response within 24-72 hours from the time they have signed-up with the online waitlist system.
7. What should the students do if they decide not to take the course anymore?
 - a. The students can withdraw themselves from the online waitlist. However if the student decides to take another course after receiving an add code, the student should destroy the code to allow another student to enroll using another add code.
8. How long do the students have to enroll after being given the add codes?
 - a. The students are given 48 hours after being given the add codes to enroll in the class. If the student does not enroll within that timeframe, his/her spot will be given to the next student on the priority list.