

WAITING LIST PROCEDURE

Please Read Carefully

If you have submitted your name for one or more waiting list, there is a procedure for handling the waiting list, so please read carefully.

If your name is next on the waiting list for a course,

- You will receive an e-mail at your **Mines e-mail account** stating that **you will have until 11:59 p.m. the following day to register for the course.**
- It will be very important to **check your e-mail daily** so you do not miss your chance to register for this course.
- Need help accessing the account? Contact ITS Help Desk (605) 394-1295.

IF YOU MISS THE 11:59 P.M. DEADLINE, THE NEXT PERSON ON THE LIST WILL HAVE A CHANCE TO REGISTER, AND YOUR NAME WILL BE DROPPED FROM THE LIST.

You will not be allowed to register for an overload of over 18 credit hours unless you complete an overload form and return it to the registrar and academic services office. **You will need to drop a course before you register for another one if an overload occurs.** If there is no form on file and your name comes up to register, you will not be enrolled in the class because you will not be allowed to register for an overload without the documentation. *If you do not want to remain on the wait list be sure to drop the course through WebAdvisor. This will free up space for other students who are waiting for the course.*

FOR MORE INFORMATION, CALL THE REGISTRAR AND ACADEMIC SERVICES OFFICE AT (605) 394-2400