USC Marshall
School of Business

Graduate Waitlist Request Form

WAITLIST POLICIES & NOTES

- If a seat becomes available and you are next on the waitlist, you will be automatically enrolled in the course. You will receive an email to let you know that you are enrolled.

  WARNING: Please check your schedule. If you are registered for another section of the same course (duplicate class) or are enrolled in another class that meets at the same day/time (conflicting class), the system will **drop** you from the enrolled class and **add** you to the waitlisted section.

- Waitlist applications are only accepted for classes that are full and the waitlist does not guarantee you a space in the class.

- Clear all holds & restrictions on your student account (*example: collection holds, academic holds, etc.*). If we are unable to process your registration, you will forfeit your opportunity to enroll in the class and your name will be removed from the waitlist.

- Tuition refund insurance will not be included and you are responsible for any charges and fees resulting from this process.

WAITLIST PRIORITY & NOTIFICATION

- Your priority (aka place or position) on the waitlist is determined by the date and time you submitted this Waitlist Request Form to our office.

- You will receive periodic emails letting you know what your current priority is on the waitlist.

WAITLIST REMOVAL

To be removed from a waitlist, send an email to registration@marshall.usc.edu and request to be removed from the waitlist.

AFTER THE START OF THE SEMESTER

- You should attend the first week of class to keep your place on the waitlist. Instructors may drop you from the waitlist if you are not present in class.

- Waitlist processing will continue until the end of second week of class.

GOOD LUCK!

Please submit the completed form by email to registration@marshall.usc.edu.

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Name _____ USC ID# _____

USC Email _____ Phone # _____

Program Semester/Yr _____

This course is full. Please add me to the waitlist for this course:

Course: _____ Section# _____ Time: _____ Day(s): _____

Example: GSBA-500 *Example: 14523* *Example: 6:30-9:30 pm* *Example: MW or T,Th*

Warning: If you are already registered for another section of the same course or another class scheduled at the same time and day, you will be **dropped** from the existing class and added to the class listed above.

ACKNOWLEDGMENT

I have read the information on this form and agree to all terms and conditions.

_____ _____

Student's Signature* Date

**An electronic signature will be accepted if this form is sent from your USC (marshall or usc) email address.*

***** FOR OFFICE USE ONLY*****
Please do not write in this space

Date Received: _____ Time: _____ By: _____

Registered by: _____ Date: _____ Notes: _____

Confirmed by: _____ Date/ Time _____ _____

Please submit the completed form by email to registration@marshall.usc.edu.