



**Office of the Associate Dean
Academic and Student Relations**
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MEMORANDUM

To: All Law Students
From: Associate Dean Academic and Student Relations
RE: AUTOMATED COURSE WAITLIST OFFERS: DURATION OF OFFERS

Registration for fall and spring terms occurs annually in mid June, and for summer term in mid March. Students can waitlist for courses that are full, but **must actively maintain their positions on waitlists or they risk being automatically dropped.**

Waitlist offer emails (although automated) are “manually” generated by the Records Office when they run a program daily at noon. Within 24 hours of a place becoming available in a course, an offer email will be sent to the student who is first on the course waitlist. It is the student’s responsibility to follow the instructions in the offer email in order to accept a place in the course. Inaction will result in the student being dropped from the waitlist and an offer being sent to the next student on the waitlist. If this occurs, the only recourse is for the student to add their name to the END of the waitlist.

Be very careful with the timing of the offer deadlines as they expire at mid-day, not at the end of the day. Read the offer email carefully. Do NOT wait until the last day/minute to accept these offers.

Waitlist Offers for Fall Term Courses

Until the end of August, students will have **47 hours** to respond to registration offers for fall term courses. When fall term begins in September, students will have **23 hours** to respond to emailed offers.

Waitlist Offers for Spring Term Courses

Until the end of December, students will have **47 hours** to respond to registration offers for spring term courses. When spring term begins in January, students will have **23 hours** to respond to offers.

Waitlist Offers for Summer Term Courses

Until the end of April, students will have **47 hours** to respond to registration offers for summer term courses. When summer term begins in May, students will have **23 hours** to respond to offers.

Course Add/Drop Deadlines and Waitlist Offers

The last automated registration offers in any given term will be emailed at noon on the day of the course add/drop deadline of that term. And as of 12:00 midnight on that date no further course changes can be made in Online Tools. The add/drop deadline for law courses is in the second week of term. Please refer to the Academic Calendar [Important Dates](#) to determine add/drop deadlines for each term and note that add/drop dates for law courses are earlier than all other faculties.