

# ASL Program Waitlist Policy

(This policy applies to ASL 100A and 100B, ASL 200 A and B, and ASL 300 A and B.)

IMPORTANT for courses with waitlists: Attendance for the lectures is required to maintain your registration or your position on the waitlist--please see the Waitlist Policy below.

**IMPORTANT:** You must express your intention to participate in the ASL class that you are **registered** in by ensuring you attend the first two classes:

- For Fall 2023 courses, September 7<sup>th</sup> and 12<sup>th</sup>
- For Spring 2024 courses, January 8<sup>th</sup> and 10<sup>th</sup>

If you do not attend the first two classes of the course you are registered in, you will be automatically de-registered from that course as a No-Show student.

This policy ensures that (a) all students receive appropriate guidance at the start of a course that will help them to meet course requirements and (b) waitlisted students have a chance to register in a course in lieu of any non-participating students.

## Waitlist Policy (1-3):

1. If you are not in attendance for the first two classes of the ASL course you are registered in, you will be de-registered from this course. Continued attendance is required according to UVic policy, “students are expected to attend all classes in which they are enrolled” and “[d]epartments reserve the right to cancel the registration of any student who is not able to demonstrate that all course prerequisites have been met, or who fails to attend a course within the first seven calendar days from commencement of the course.” (UVic Calendar, 2023) in the Fall and Spring terms.

2. If you are on the waitlist, you must attend the first two classes of the wait-listed course to be eligible for any possible openings for this course. If you do not attend these first two classes, you will be removed from the waitlist for the course.

3. If any seats open in a course, they will be filled from the waitlist according to BOTH attendance and the ordering of the waitlist (Note: There are no exceptions to this policy).

**In the case of extenuating circumstances preventing you from attending, please email [your instructor](#) before the scheduled classes in the first week to request an excusal.**

***NOTE: Any registration offers for the waitlist sent by UVic’s registration system are time-limited and are sent to the preferred email listed for the student. This means that students must ensure that the account listed as their preferred one is checked regularly. Any registration-offer emails will state the specific deadline for acceptance of the offer. It is very important that you are diligent monitoring your place on the waitlist because you will need to be quick to register should you receive an offer.***