

# 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.

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

- if you are registered in ASL 100A A01, May, 12<sup>th</sup> and 14<sup>th</sup>.
- if you are registered in ASL 100A A02, May 11<sup>th</sup> and 13<sup>th</sup>.
- if you are registered in ASL 100B A01, May 11<sup>th</sup> and 13<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. Note: Continued attendance is required for the respective course.

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 (online for online courses) 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.” in the May-June term. (UVic Calendar, 2026)

2. If you are on the waitlist, you must attend (**online for online courses**) 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. Your instructor will email you with the Zoom link to attend class before the class start time.

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.***