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. Students can waitlist for courses which 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 one week to respond to registration offers for fall term courses. When fall term begins in September, students will have 24 hours to respond to emailed offers.

Waitlist Offers for Spring Term Courses

Until the end of December, students will have one week to respond to registration offers for spring term courses. When spring term begins in January, students will have 24 hours to respond to offers.

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 add/drop deadline of any given term. The add/drop deadline for law courses is at midnight on the second Thursday of term (e.g. fall term courses will begin on the Wednesday following Labour Day and the add/drop deadline will be 8 days later on the Thursday). 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 differ from all other faculties.