Enrollment Information for Media Studies Courses

- **Phase I:** All upper division Media Studies courses are open to officially declared Media Studies majors only. We do not have waitlists for our courses during Phase I.
- **Phase II:** Some upper division courses may open up to undeclared and non-Media Studies majors in Phase II, depending on seat availability.
- **Non-majors and undeclared students:** You should add yourself to the waitlist in Phase II. Please see below for information on how our waitlists are processed once the semester begins.
- **Adjustment Period and waitlists:** We process most of our waitlists during the first week of instruction. Please note: students are added from the waitlist selectively, rather than in numerical order, based on pre-established priorities (please see below).
- **Media Studies 10** has large blocks of seats reserved for sophomores and first-semester transfer students who need this course to declare. All other students are automatically waitlisted and must apply to the course on the first day of class. Priority is given to students who can demonstrate they meet the minimum eligibility criteria to apply to the major with the completion of MS 10.
- If you are a declared Media Studies major, you will have priority in all Media Studies courses and should be able to simply enroll directly through Tele-BEARS during Phase I and/or Phase II. Please note, however, some courses may fill up entirely with declared Media Studies majors in Phase I or the early part of Phase II, particularly smaller courses (less than 50 seats). Therefore, you should make every attempt to enroll in those courses during Phase I.
- **Special Enrollment Procedures for Media Studies 10, 101, 102:** there is an enrollment application for waitlisted students in these courses. These forms will be made available during the first class meeting. You MUST attend the first class meeting or you will be dropped or you will not be added to the course.
- **Waitlists in all Media Studies courses:** Media Studies will not open up the waitlists until Phase II. Any undeclared or non-Media Studies major will not be allowed to waitlist during Phase I.
- **If you are waitlisted:** admission to a course is entirely through the waitlist process. An instructor cannot add a student to the course in any other way. We do not issue Course Entry Codes (CEC) for waitlist processing.
- **All Media Studies waitlists are manual waitlists.** This means that students are added selectively, rather than in numerical order, based on pre-established
priorities (i.e. priority majors and/or class level). Students are generally added from the waitlist once the semester begins.

- **Attendance at all class meetings, including discussion sections, is required during the first 2 weeks** in all Media Studies courses. **Instructors usually drop students for nonattendance.** However, students should never assume they have been dropped from a course, and should always check on Tele-BEARS to make sure they have or haven’t been dropped from a course after the second week.

- **Once classes begin, the instructor decides which students to add from the waitlist.** Instructors do not make these decisions prior to the start of the semester. In most cases they use established departmental priorities or based on the course application (MS 10, 101, 102).

- **If there is a discussion section, getting added to the course from the waitlist greatly depends on selecting an open section.** Waitlisted students in MS 10, 101, and 102 should select as many discussion times as possible on the course application to improve their chances of getting added to the course. Waitlisted students in all other courses will be added at the instructor’s discretion.

- **All students should check their class schedule frequently on Tele-BEARS or BearFACTS,** especially during the first 5 weeks of the semester and by the add/drop deadline at the end of the fifth week and a letter grade to a P/NP (10th week). Students are responsible for ensuring their schedule is accurate. Changes due to instructor drops or adds off waitlists can occur without notification through the fifth week of the semester.