

## Enrollment Information for Media Studies Course

- **Phase I and II:** All upper division Media Studies courses are open to **officially declared Media Studies majors only.**
- **Non-majors and undeclared students:** You should add yourself to the waitlist in Phase II.
- **Adjustment Period and waitlists:** We process most of our waitlists manually during the first and second 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). **If you are on a waitlist, always have a back-up course plan.**
- **Media Studies 10** has blocks of seats reserved for sophomores, first semester juniors and first-semester transfer students who need this course to declare. When these blocks fill, students can add to the waitlist and apply to the course on the first day of class. 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 Media Studies 10.
- If you are a declared **Media Studies** major, you will have priority in all Media Studies courses during Phase I and 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 (fewer than 100 seats). Therefore, you should enroll in those courses during Phase I and have an alternate course in mind if you are added to a waitlist. **If you are in your final semester and need a Media Studies course to graduate, you need to prioritize the course and enroll in it during Phase I.**
- **Special Enrollment Procedures for Media Studies 10, 101, 102:** there is an enrollment application for waitlisted students in these courses. The forms for Media Studies 10 and 101 will be made available during the first class meeting. The form for Media Studies 102 will be emailed to students on the wait list and available on the Media Studies home page in August. For all three courses, you **MUST** attend the first class meeting.
- **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 permission numbers for our prerequisite, research, core and elective courses.

- **All Media Studies waitlists are manually processed.** This means that students are added selectively by instructors, rather than in numerical order, based on pre-established priorities (i.e. priority majors and/or class level) 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.**
- **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 section 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 CalCentral,** especially during the first 5 weeks of the semester and by the add/drop deadline at the end of the fifth 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.

Revised: April 17, 2017