

Course Waitlist/Overload Policy Department of Geoscience

The Department of Geoscience does not use the online Peoplesoft waitlist system for its required GLGY and GOPH courses for majors; it manages its own “manual” waitlist process. The conditions under which waitlists for GLGY and GOPH courses will be maintained and processed are outlined below. Students wishing to be overloaded into a course OR wanting to swap lecture, lab or tutorial sections must also adhere to these regulations. Overloading and swapping of course components is contingent upon permission from the instructor and availability of classroom space, resources and teaching assistants. The Undergraduate Program Manager (Dr. Michelle Spila) must provide final approval of all course overloads.

General Conditions:

- Students wishing to be added to the waitlist for a particular course (or wanting to swap lecture, lab or tutorial sections) must complete the online “Waitlist/Overload Request Form” available in the Undergraduate “Forms and Policies” area of the Department of Geoscience website. This form is password protected – only students with a valid UCID will be able to access this form.
- Ensure that all pertinent information is supplied as prompted and that this information is correct; the more complete and candid the responses are, the easier and quicker the request will be processed.
- Submit the request only once; a separate form must be submitted for each course.
- Ensure that:
 - a) the necessary time blocks are left open in your class schedule;
 - b) it is not the 6th course for the semester;
 - c) all prerequisites are completed.

If any of the three above criteria are not met, the request will take longer to process and risks dropping in priority.

To Cancel or Modify Your Request: Send an e-mail to geoUGRAD@ucalgary.ca with details. The subject line of the e-mail should read either “Cancel Waitlist Request” or “Modify Waitlist Request”.

Timeline for Processing:

- The online form will be activated at noon (12:00 pm) on the day that all course restrictions are lifted (usually July 21st each academic year). You may use this form for GLGY or GOPH courses only, in the Fall or Winter.
- Upon submission, each form will be time and date stamped.
- Fall field school requests will be processed *starting* one week after the activation of the form.
- All other Fall course requests will be processed *starting* two weeks after the activation of the form.
- Winter course requests will be processed *starting* one month after the activation of the form.

Notification:

- After submitting the waitlist request form, check your class schedule periodically to see if your registration has gone through – if your request has been processed without hindrance, you will be automatically enrolled in the course.
- Report any errors to Dr. Michelle Spila (mspila@ucalgary.ca).
- If complications occur while processing your request, you may be contacted by e-mail for further information.

Priority:

- Requests will be grouped by course, then organized by date and time received.
- Priority in each course will be determined as follows:
 1. GEOS/GLGY/APEG/GOPH majors for whom the course is required
 2. Other majors for whom the course is required
 3. All other GEOS/GLGY/APEG/GOPH majors & minors
 4. Visiting or exchange students
 5. All other majors & minors
 6. Degree-holding open studies students
 7. Non degree-holding open studies students