

HOW TO ADD A COMMUNICATION CLASS

If a communication course is closed, that means all permission numbers have been given out for the class. Sometimes after registration occurs, a few students decide to drop classes and some seats become available for other communication majors and minors.

1. To get one of these seats you **MUST attend the first class meeting and put your name on the sheet** that is passed around by the instructor. We do not admit students into classes whose names are not on the wait-list. Priority is given to those who attend class.
2. The main office staff go through each class roster and determine how many, if any, spots are available. Sometimes there are no seats available at all and no one from the wait-list is admitted. We allow as many students as we can into the classes, provided the students are all eligible. When we are not able to accommodate every student on the wait-list, we make a determination based on need and seniority.
Graduating seniors have the highest priority.
3. **Our instructors do not hand out permission numbers**, so please do not contact them and attempt to obtain permission numbers from them.
4. Our goal is to have all students notified before the class meets for the second time. We will email permission numbers to students who have been admitted. Students who have been denied admission will also be notified via email.