

Spring 2020 Enrollment Tips for Media Studies Courses

- **Media Studies students in their final academic year needing a core course to graduate must prioritize the course and enroll in it during Phase I.**
- **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 waitlists for upper-division courses in Phase II.
- **Phase II:** Students who will be eligible to apply to Media Studies in spring 2020 can add themselves to the waitlist for Media Studies 111, but make sure you have a back-up course plan. Enrollment in this course will be by department consent.
- **Phase II:** Students who will be eligible to apply to Media Studies in spring 2020 should add themselves to the waitlist for Media Studies 113 and have a back-up course plan. Enrollment in this course will be by department consent.
- **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 and juniors who need this course to declare. When these blocks fill, students can add to the waitlist. All other students are automatically waitlisted. 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. Students on the waitlist may want to consider taking Media Studies 10 during summer 2020. **When enrolled in Media Studies 10, you may not enroll in upper-division courses offered by Media Studies during the same semester. This course is not for freshmen.**
- If you are a **declared Media Studies** major, you will have priority in all Media Studies courses during Phase I. Please note **some courses may fill up entirely with declared Media Studies majors in Phase I or the early part of Phase II**, particularly smaller courses (100 seats or less). Therefore, you should enroll in those courses during Phase I and have a back-up course plan 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, 111 and 113:** Wait-listed students will be asked to complete an online survey form during Phase II. We will email the survey link to you directly if you are on the waitlist.

- **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 or 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 is required during the first two weeks** in all Media Studies courses. **Instructors usually drop students for nonattendance.**
- **For courses with discussion sections, the ONLY way to enroll is by choosing a section with seats available.** Waitlisted students in Media Studies 10 and 113 should select as many discussion section times as possible on the online course application form, which will be available during Phase II, 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 in CalCentral to make sure it is correct. It is extremely important that they do this prior to the 4th week add/drop deadline and again at the beginning of the 5th 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 end of the fourth week.

Revised: October 4, 2019