Goals
- To provide a clear and consistent policy for instructors and students on priorities for getting into popular SEAS classes.
- Allow individual instructors to apply additional criteria as they deem fit.

Student categories
- **Category 1**: students in masters or doctoral programs that require the class as part of core course or WPE requirements. This includes submatricants in the program.
- **Category 2**: students in the degree program (undergraduates majors, masters, doctoral) in the home department whose faculty are teaching the course.
- **Category 3**: undergraduates doing a second major or minor degree in the home department whose faculty are teaching the course.
- **Others**: all other students

Waitlist processing deadline
- **1st deadline**: end of advanced registration
- **2nd deadline**: End of previous semester or 14 days before start of next semester (whichever is earlier)
- **3rd deadline**: first day of class
- **4th deadline**: End of first week of class
- After 4th deadline: rolling basis as room becomes available.

Waitlist prioritization at each processing deadline
- **1st priority**: Category 1 students in the last semester before their graduation where the course is offered or doctoral students doing WPEs
- **2nd priority**: all other category 1 students and category 2 students
- **3rd priority**: Category 3 students
- **4rd priority**: all other students

Important notes
- Within each priority, students are processed by default in first-come-first serve order. However, instructors can additionally filter students based on whether they have the prerequisites for the course.
- Students enquiring about the waitlist will be notified about their priority levels and the prioritization policy, but will not be given an explicit waitlist number.
- For classes with cross-listed 400-level number, the 400-level class will have its separate cap for undergraduates up to advanced registration. After which, all additional students will be processed from the same waitlist as the corresponding 500-level course.
- At the discretion of the instructor and at the request of program directors, some slots may be reserved for incoming first year students in category 1.
<table>
<thead>
<tr>
<th>Example Courses</th>
<th>Degrees that require core requirement (Category 1)</th>
<th>Home department (Category 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 505</td>
<td>CIS MSE, EMBS and CIS PhD. NETS undergrads, CMPE undergrads</td>
<td>CIS (all), DATS, MCIT, CGGT, Robo</td>
</tr>
<tr>
<td>CIS 519</td>
<td>CIS MSE, DATS, Robo, Scientific Computing, GCB (Genomics and Computational Biology) PhD</td>
<td>CIS (all), EMBS, MCIT, CGGT, Robo</td>
</tr>
<tr>
<td>CIS 520</td>
<td>CIS MSE and CIS PhD, DATS, Robo, Scientific Computing, GCB PhD, GCB and AMCS PhD</td>
<td>CIS (all), EMBS, MCIT, CGGT, Robo</td>
</tr>
<tr>
<td>CIS 521</td>
<td>CIS MSE, Robo, NETS undergrads</td>
<td>CIS (all), DATS, MCIT, EMBS, CGGT, SCMP</td>
</tr>
<tr>
<td>CIS 545</td>
<td>DATS, Scientific Computing</td>
<td>CIS (all), EMBS, MCIT, CGGT, Robo</td>
</tr>
<tr>
<td>CIS 550</td>
<td>DATS, Scientific Computing, GCB PhD, CMPE undergrads</td>
<td>CIS (all), EMBS, MCIT, CGGT, Robo</td>
</tr>
<tr>
<td>CIS 555</td>
<td>CIS MSE, NETS undergrads, CMPE undergrads</td>
<td>CIS (all), DATS, EMBS, MCIT, CGGT, Robo</td>
</tr>
</tbody>
</table>

**Table 1: Example Categories**

Note: CIS (all) includes CIS, NETS, CMPE and DMD.