

Adding (“Petitioning”) Economics Courses

There are **NO PETITIONS** for economics courses. Instead the following procedures are in effect:

- **FOR ECON 160 and 162**
 - Students will be able to register on-line if there are open seats available. These courses are closed if there are no open seats. Petitions to change discussion sections will not be considered.
- **FOR ECON 360, 362, and 366**
 - Harpur students who have the prerequisites will be able to register on-line if there are open seats available. If **Minors** from other schools are blocked by the BU Brain they will need to come to the department to be registered. Students in other schools (not minors) will be informed via their advising office (usually after the first week of classes) if any of these courses are opened for those schools.
- **FOR ELECTIVE ECONOMICS COURSES - ECON 466 and 467**
 - Occasionally before the semester begins a few (2-3) additional seats *MAY* be added to electives. Such seats would be available according to **each student’s time ticket shown in their individual record in the -Brain.**
- **FOR ECON 400 level courses with only one (1) discussion section**
 - We are using the **waitlist**. Please see below regarding waitlist procedures.

Students must make sure that they have COMPLETED any prerequisites with a grade of C or better before the course begins. **Those who register for a course in which they lack the prerequisite(s) will be dropped from the course.**

NOTE – Because Economics Department faculty and instructors do not have authority to make exceptions, students should NOT contact faculty members for permission to add a course.

Questions about Economics Course Waitlists

How to add yourself to a Waitlist:

- Log into BU Brain Self Service
- Go to Student tab – Registration
- Click Add/Drop courses
- Click “Class Search” towards the bottom of the page
- Select the box next to the CRN number of the course you want to waitlist, scroll to the bottom of the page, and then click “Add to Worksheet.” This will bring you back to the Add/Drop Screen.
- Click “Submit Changes”
- You will get an error: “Closed - Waitlisted”
- Click on the “Action” drop down menu
- Click on “Waitlist” and then press “Submit Changes”
- Status will then indicate “Waitlisted”

Some VERY IMPORTANT Things to know about Waitlists:

- CHECK YOUR EMAIL EVERY 12 HOURS to see if you have received an email offering you a seat in the waitlisted course. *You have 24 hours once the email is sent to claim your seat in the course*
- Putting yourself on the waitlist DOES NOT mean that you are guaranteed a spot in the course.
- Receiving an email offering you a seat in the course DOES NOT mean you are AUTOMATICALLY REGISTERED in the course. You must follow the directions in the email to register for the course.
- DO NOT SWITCH SECTIONS of a course that you are waitlisted for. *This will drop you from the waitlist.*
- If you get an email offering you a spot in a course that you NO LONGER WANT TO TAKE, DROP the course AS SOON AS POSSIBLE. *This will allow other students the chance to take the available seats.*

FAQs About Waitlists

Q: I see a spot available in a course I really need, but when I try to register, I only have the option to put myself on the waitlist. Why can't I get the available spot?

A: When seats are available in a waitlisted course that means that those available seats are being offered to the people on the top of the waitlist. When people take the available seats, BU Brain will update the remaining spots in the class.

Q: Can I put myself on the waitlist for more than one course or lab section?

No, you can only put yourself on the waitlist for one section of the same course or lab.

Q: Can I see my position on the waitlist?

Unfortunately, this is not possible. The waitlist is computer generated and not available for viewing. The list is in order of registration by the time-tickets once a course is filled.

Q: Can I add myself to the waitlist only during advance registration?

No. Once you have registered as per your time-ticket you can add yourself to the waitlist any time afterward.

Q: But I really do need this class. Can't you just add me? I'm only one more person. Will the professor add me?

Unfortunately not. There are many reasons why that is not possible. Space, class size limits and limited faculty to teach a specific course are among them. Do not ask the Professor for permission into the class. They do not have the authority to add students to their classes.