

Linguistics Department Policy on Crashing Courses

- Information on crashing courses is available on the Linguistics Department Website.
- Waiting lists for fully enrolled courses will be created and monitored by the Staff Undergraduate Advisor, Karen Barteld (kbarteld@linguistics.ucsb.edu)
- Students who are unable to enroll in a course through GOLD because the course is full should contact the Staff Undergraduate Advisor and request to be placed on the waiting list. They must provide the following information for the waiting list:
 - NAME
 - DATE
 - CLASS STANDING/EXPECTED GRADUATION DATE
 - MAJOR
 - MINOR
 - EMAIL ADDRESS
 - 1st and 2nd SECTION CHOICES
- Students must attend class every day and sign in on the list at the front of the class until they have received an add code or have been dropped from the list. Any student not attending class will be removed from the list. Students should also attend one class section per week and sign in on the list there as well.
- After the second primary class session, instructors will review the waiting lists and rank the students in order of priority. For most courses, priority will be given to Linguistics majors/minors, followed by graduating seniors; followed by Juniors, Sophomores, and Freshmen. If two students are otherwise ranked equally, they will be ordered by the date they first joined the waiting list, with earlier students given priority.
- If space becomes available in the course (by students dropping), the Staff Undergraduate Advisor will give add codes to students on the waiting list, in order of priority.
- **Any students not attending the first three class meetings will be automatically dropped from the course, unless they have previously contacted the instructor and been given permission to be absent.** This will open up additional positions in the class to accommodate students on the waiting list.
- **Teaching Assistants are not involved in the process of attempting to add a class. Please do not ask them for information about adding classes.** Instead, consult your instructor or the Staff Undergraduate Advisor, Karen Barteld. You may email her for information or to get on the waiting list at: kbarteld@linguistics.ucsb.edu.