Required Departmental Contracts

Several majors require departmental contracts/programs of study or “advisor approved courses” as listed on the major programs of study. This process will require the student to work up a list of courses with their departmental advisor. The departmental chairperson will then need to approve this contract and have a copy sent to the Dean's Office to be placed into the student's file. Senior checks and graduation check-out CANNOT occur without these contracts.

When assisting a student in forming this contract, please be consistent in the following:

- The contract must follow the major checksheet for the catalog year that the student is currently listed under. If this catalog year is to be changed, the student will also need to complete a Change of Program Form. **If the catalog year for the major is changed, all checksheets (i.e. Gen Ed, other majors and minors) will also be changed to this new catalog year.**

- Please be sure that all hour requirements coincide with the major programs of study, both in total hours and amongst the separate sections/areas.

- If the contract is altered after the original is sent, please make sure the new approved version is also sent to the Dean's Office. These changes may also be submitted as substitutions/waivers by the departmental chairperson via email.

Main Office: 262-3076
Olivia Clark  clarklo

For questions regarding students with last names:
A-F  Bethanie Campbell  campbellbm1
G-N  Tina Beshears  beshearskk
O-Z  Diana Nelson  nelsondj

http://www.cas.appstate.edu/students/undergraduate-academic-services

Registration Waitlisting

Beginning with registration for Spring 2012, some course sections will be offering a waitlist that students can sign up for via AppalNet once the section is closed. The purpose of waitlisting is to allow students the ability to more easily monitor courses they need that are closed as opposed to frequently checking back on AppalNet. **Waitlisting will not be available for every course** and being on a waitlist for a section does not guarantee the student will get a seat in that course.

A tutorial on how to add oneself to a waitlist once a course is closed as well as a list of waitlisting frequently asked questions (FAQ) can be found at: [http://registrar.appstate.edu/registration/waitlisting.html](http://registrar.appstate.edu/registration/waitlisting.html)