Waiting List Request form for Over Quota enrolment

If you wish to be placed on a waiting list for an elective subject that is currently at quota, please complete this form, including the Add Subject – Faculty Approval form Ctrl+Click to follow link, and submit to LHA Central 19, Room 19.1050, either in person or via email to lha-enquiries@uow.edu.au

Note: if you wish to be placed on a waiting list for more than one subject, you must fill in a SEPARATE form for each subject.

Surname:  
Given name/s:  
Student number:  
Course (eg. LLB, B Com, Cross-Institutional):  
Daytime contact phone number:  
UOW email address:  @uowmail.edu.au

Subject you wish to be placed on a waiting list for:  
Subject code (including LLB/ LAW):  
Name of subject:  
Session and year:  
Reasons for waiting list request (eg. final subject, final session/ year of study/ interest in area/ need the credit points)  Note: These reasons may be taken into account in determining over quota enrolment.  

If you are successful in obtaining over quota enrolment, do you plan to withdraw from any other subject in which you are currently enrolled?  
☐  Yes, please specify:  
☐  No  Do you wish to undertake excess credit points to undertake this subject (over 16 credit points in Summer session or over 32 credit points in Autumn or Spring sessions)? If yes, you MUST indicate this on the Academic Approval – Subject Addition form overleaf.

If you are successful in your application to enrol in this subject over-quota, you will be contacted by telephone in the first instance to confirm that you still wish to add this subject. If you are unavailable and do not respond to any telephone or email message within 24 hours, the place in the subject may be offered to another student.

Updated 12 March 2014