

## OFFICE OF THE REGISTRAR

## Dear faculty and staff,

As in past years, regular course waitlisting processes end on the first day of class - today!

- All course waitlist notifications that were emailed to students by the Registrar's Office are now expired.
- Nobody else can add to a waitlist via CyberBear. Your current waitlist will be visible through the seventh instructional day - January 25.
- Anyone who received a waitlist notice and did not register via CyberBear by 8am today must obtain a digital Closed Override from their instructor.

Need help with the new CyberBear page to issue overrides? Check out the "How to Submit in CyberBear" section on the <u>registration overrides</u> <u>webpage</u>.

- You may enter Closed Overrides via CyberBear at your discretion, but please do not exceed the capacity of your room. We may not be able to find an alternate location if your section becomes overbooked.
- If you have questions about capacity or room layout, please first refer to the <u>Facilities Services Classrom Layouts</u>. Further questions should be directed to Kim Nielson.

Remember: once an override is issued, the student must still register for the class in CyberBear. Double-check your CyberBear class roster to confirm enrollment.

If you need assistance, please contact us by email, phone, in person on the 6th floor of Aber Hall, or chat with us at <a href="umt.edu/registrar">umt.edu/registrar</a>.

Best wishes for a successful semester!

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University of Montana - 32 Campus Drive Missoula, Montana 59812 | 406-243-5600 registration@umontana.edu | www.umt.edu/registrar