

3.14.5P
CLASS WAIT LISTS
ADOPTED: JUNE 9, 2009
REVISED: APRIL 13, 2010
REVISED: MAY 8, 2012

I. Scope

Class wait lists are intended to facilitate the priority registration process by allowing students the ability to be added to the wait list once a class has closed if/when additional spaces open due to other student drops. No students on the wait list shall be dropped until the class size maximum is reached. Students who have registered on a wait list have priority over students who have been given an add code by the instructor.

II. Responsibilities/Actions

- A. Each academic year the department chair will consult with discipline faculty and the supervising administrator to determine and/or review the wait list size ~~beyond the maximum class size~~ for each course and submit wait list ~~sizes limit~~ to the Scheduling Office. All courses are required to have a waitlist. Exceptions to this may be made when one or more of the following conditions are met:
- Course section is a part of a cohort-based program
 - Course in a non-credit course; due to the open entry, open exit nature of the course it does not require a waitlist
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- B. During ~~priority~~ registration and prior to the official start of the class, these wait list ~~slots~~ will be available to students ~~via computer enrollment~~ and maintained in chronological order. Students will be able to view their current position on any waitlists.
- C. ~~Students enrolled on the computerized wait list are expected to pay all appropriate enrollment fees at the time of registration. If final enrollment is not secured, students can apply enrollment and course fees to another class or receive an automatic refund. Students are not charged enrollment and/or course fees when placed on a wait list. Fees are assessed if or when the student registers for the class.~~

- D. Students must meet the following conditions to be added to a waitlist:
- Have a current admissions application with the District;
 - Be free of any enrollment holds;
 - Have met any prerequisite requirements or be currently enrolled in any prerequisite courses, if applicable.
- E. Waitlisted students must resolve all course conflicts (prerequisite/co-requisite, schedule/time, multiple sections of same course) or holds in order to be allowed to accept a seat in the course. Students who do not resolve conflicts and/or holds during the allotted time will be removed from the waitlist.
- F. Students enrolled on a wait list cannot enroll in classes whose schedule conflicts with the wait list class, nor can students enroll in any other section of the same course for which they already have wait list status. **
- G. Students will automatically advance on the wait list in chronological order, and if a seat becomes available, students will be notified by e-mail. Once notified, the student must register for the class within 48 hours (including weekends), or before the start of the first class meeting, whichever comes first. If a student does not accept the seat, they will be removed from the wait list, and the next student on the wait list will be offered the seat. enrollment may be secured by the time classes begin.
- H. Waitlisted units do not count toward a student's total number of units enrolled.
- I. Prior to the first class meeting, instructors will not issue add codes.
- J. As of the beginning of the first class meeting (or the first day, for online classes), the wait list will freeze. No students will be allowed to add to the wait list at this point. The only way to add the class at this point will be via an add code from an instructor. The wait list will still be available to the instructor, and the instructor will award any add codes in the order of the wait list before offering add codes to anyone not on the wait list. Wait-listed students must be present on the first day of class (or, for online classes, contact their instructor via e-mail) to be eligible to receive an add code. In order to maintain eligibility for enrollment, wait listed students must attend the first class meeting or log on by 11:59 pm Pacific Time of the first day of the class for classes that meet online.
- K. Once all wait-listed students in attendance at the first class meeting have been added to the class, the instructor may choose to offer additional add codes to non-wait-listed students.
- L. Students may remove themselves from any wait lists via the SRJC registration system.
- M. Students who believe the Waitlist Policy and Procedure has not been followed or that they have been discriminated against should refer to the District's policies and procedures for complaint and grievance or discrimination and complaint.

Instructors shall inform wait listed students if seats will become available to secure enrollment at the first class meeting or by 11:59 pm Pacific Time of the first day of the class for classes that meet online.

If the instructor determines that some or all of the wait listed students cannot be accepted, the instructor must drop those students as soon as possible following the close of the first class meeting, or after 11:59pm Pacific Time of the first day of the class for classes that meet online. Any wait listed students not dropped will automatically be accepted into the class, without needing add codes.

must not distribute add codes to non wait listed other students until after all wait listed students have been accepted. Students who have registered on a wait list have priority over students who have been given an add code by the instructor.

**Task Force is asking for feedback on additional conditions that would make it appropriate for a course or course section not to have a waitlist*

***It is the recommendation of the Task Force that students be allowed to be on multiple waitlists as well as conflicting waitlists, however Senate input is necessary on this item to make this change. For now, the existing language in the procedure that relates to this has been preserved.*