

Wait List Discussion

Current Recommendations

- Policy revision – 3.14.5P.1 Waitlist size of 10% of class size as minimum. For example, this would be a waitlist of 3 on a class size of 30.
 - Having a waitlist is a fair and equitable process for maintaining the class size by adding students to a class when students drop the class.
- Committee recommends continuing to automatically add the students still on the wait list to the class. This is less of a workload for faculty and students, it also errs on the side of access for students who want to take the class.
- Agreed that we continue to have departments work in collaboration with the supervising administrator to set wait list

Recommendations Pending a New SIS System

- True waitlist – students not enrolled (no fees charged) until instructor adds to the section (students appear on a waitlist but aren't considered in the class)
- Instructors would have the ability to accept anyone on the waitlist, in order, at any time with the addition of an “add” button. This would allow instructors to add students on the waitlist who show up on the first day.
- Financial Aid verifications wait until after waitlisted students are accepted or dropped.
- One option discussed was to have waitlists be unlimited in size, which has the benefit of showing the district that there are enough students on the waitlist to immediately add a new section.
- Waitlists would continue to automatically move students from the top of the list into the class when seats become available through the end of the first (or third) day of class.
- The instructor will be able to drop students from the waitlist starting on the first day of class. Dropping no-shows for example or if no seats available because class limit is met.
- One idea we discussed was to remove the need for add codes all together, if that were the case, how would students get into a class after the third meeting?
- May not be technically feasible, but the idea of allowing a student to be on more than one waitlist for an overlapped date /time, perhaps limited to two.