

Question (from Nancy Persons): I am writing to inquire if you could either answer or direct me to a person who could answer the following: do the CCL templates in any section address the issue of establishment of board policy/procedure regarding class wait lists? Our senate is revisiting this issue and it would be helpful to know if there already exists some language in this regard.

Response (from Jane Wright, CCLC Director of Policy and Procedure Services): I am happy to answer your question regarding class wait lists in relation to a board policy and/or an administrative procedure.

To my knowledge, there is not specific statutory language nor is there Title 5 regulatory language requiring districts to codify class wait list information in a board-adopted policy or in a CEO-approved administrative procedure.

The class/course wait list issue truly is more of an internal process or an organizational protocol. I am honestly not aware of any other district that has codified class/course wait list language in their policies or procedures. If any district has reflected class wait list information in their policies or procedures, they would need to have had local legal counsel review the locally-added content to ensure it is legally defensible.

That said, there is an administrative procedure - AP 5075 Course Adds and Drops (revised by the Service in 2/08, 4/09, 8/11, 3/12, 4/18, 4/23) - that is legally required as it reflects the language from Title 5 Sections 55024, 58004, and 58509.

Districts must legally comply with those three Title 5 sections related to adds/drops, and there certainly is a tangential connection between course wait lists and adds/drops. One thought would be to add a phrase (such as "Also see the district's class wait list protocol on the Admissions & Records webpage and in the most current versions of the schedule of classes and college catalog.") at the end of SCJCD's AP 5075 Course Adds and Drops as that would help lead readers of that administrative procedure to further resources with additional information.

My suggestion would be for the Academic Senate to connect with the Chief Instructional Officer and the Chief Student Services Officer (as the Admissions Office is oftentimes very involved with the course wait list issue and course registration) to develop an agreed upon course wait list protocol that certainly could be posted on key webpages (such as Admissions & Records as well as other webpages) to help communicate the internal process. Oftentimes, districts reflect language on course wait lists in the schedules of classes and catalog to notify students of the process.