

## **Waitlist Best Practices**

### **General Guidelines (does not apply to Lecture/Lab or Online courses)**

1. If a course has a waitlist and the class section has open spots on the first day of class, the instructor should add students based on the order of the waitlist. Students on the waitlist must be present during the first day of class or contact the instructor prior to the class meeting in order to be added.
2. Wait until at least halfway through the first day of class before adding students in case enrolled students had difficulty finding parking or the classroom.
3. Ensure that all of the enrolled students have a seat before allowing the waitlisted students to take a seat.
4. If the class is full and there are numerous students on the waitlist, let the students who are not on the waitlist (or who are lower on the waitlist) know about their chances of being able to add.
5. Advise students not to buy the textbook until they have been added to the class. Remind them that purchasing the textbook will not give them a better chance of being added to the class.
6. Don't require students who are not enrolled to complete assignments or homework for the class. Enrollment of waitlisted students may not be based on the completion of or performance on assignments.
7. Don't enroll more students than is pedagogically sound for the course (consult the Course Outline of Record and your department guidelines), regardless of the size of the room. Don't overfill your class to the point that you have no seats for some students.
8. Keep track of your add codes. Encourage students to use their add code as soon as possible. Check your roster to see if the student added the class. If they haven't added the class before the last day to add, they won't be able to enroll in the course and cannot continue coming to class.
9. Check with department policy regarding specific instructions for enrollment procedures and caps for courses in your discipline. Department policies should be written down and consistently enforced. Department policies will supersede these best practices.

### **Lecture/Lab Courses**

1. Some departments may choose to have no waitlists. This should be done through the AA in the department in consultation with the coordinator and the dean. For courses without a waitlist, the department should develop a consistent policy for how to add students in a fair and equitable way that acknowledges the specific needs and issues of the discipline.
2. Make sure that students meet the prerequisite/corequisite of the course they wish to add before giving an add code. Students can provide a printout of their ChaffeyView unofficial transcripts to prove that they meet the prerequisite/corequisite.

## **Online Courses**

1. Students must follow the two-step process described in the schedule of classes (see below).
2. Instructors will add available spaces in order according to students who are on the waitlist AND from whom they received a waitlist form from the student. If no students are on the waitlist, instructors can take students in the order they received their waitlist forms.

### **Schedule of Classes information regarding waitlists:**

#### **WAITLISTED AND STUDENTS WANTING TO ADD ONLINE COURSES:**

Students will need to have their student ID number, a current e-mail address, and the section number of the course they wish to add, available prior to contacting an instructor.

#### **Instructions**

1. Add your name to the course waitlist on ChaffeyView.
2. Contact the instructor to let them know you would like to add the class, just as you would attend the first class meeting in a face-to-face class. To contact the instructor, go to the Current Course List on the Distance Education website and find the class you have been waitlisted on. In each course description there will be a link (red section number). This link will take you to a form that once completed, will be submitted via e-mail to the instructor.

Students who would like to add an online class, and are not on the waitlist, need to contact the instructor by following the instructions in step 2 above.

The contact links are available for two weeks. They are made available after noon one week before the course start date, and will remain available through the first week of the class. Example: Start date of the class is 1/18/11. The contact link will be available after noon on 1/1/11 and will remain available through 1/25/10, or until the instructor has received enough requests to fill the class.

Once the class has started, the instructor will be able to determine how many spaces are available and will respond via e-mail to those students whom they will be able to add. In the responding e-mail the instructor will provide an authorization code that, when used in conjunction with the section code, can be used to add the class through ChaffeyView.

Instructors receive numerous requests to add and do not respond to those students who they are not able to add. If you have not received an e-mail from the instructor by the end of the first week of instruction, you most likely are not going to be able to add the course and you should consider using your back

up plan.

**WAITLISTED AND STUDENTS WANTING TO ADD HYBRID COURSES:**

If the hybrid course meets on a weekly basis, waitlisted students and those who would like to add the course must attend the first class meeting on campus to petition to add the course. If the course does not meet on campus during the first week of the class, students must follow the process for students who are waitlisted and hoping to add online courses described above. Please see the individual course descriptions in the schedule of classes or the current course list at [www.chaffey.edu/online](http://www.chaffey.edu/online) to determine the type of hybrid course.