

Procedure Title: Class Wait Lists
Procedure Number: 07-2004-0005
Board Policy Reference: I.B. Educational Opportunities
NWCCU Standard:

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
Original Date: June 9, 2004
Date Approved by Cabinet: 03-13-18
Authorizing Signature: *Signed original on file*
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Purpose/Principle/Definitions:

Waitlists are used as an administrative tool to determine if additional sections of a course are needed and as a guide for future term offerings. They also assure that students who wish to enroll in a class that is at capacity are added in a consistent and fair manner.

Definitions:

Frozen: Students will no longer be able to add to a waitlist

Cleared: Waitlisted students not moved into course will be removed from the waitlist

Guidelines:

- Wait lists will be frozen as of 5 pm. on Friday, Thursday for summer term, of the week prior to the start of the term.
- Final waitlist moves will be completed and cleared as of 8 a.m. on Friday of the first week of the term.
- The Office of Instruction will monitor and manage all wait lists.
- Students will be moved from the wait list into a section in ascending order in which they appear on the wait list. The Office of Instruction will notify students by email regarding their waitlist status.
- Instructors may not sign Schedule Change forms to allow students into a course during the period the wait lists are active. Registration sites (Service Center or Outreach Center) may not accept Schedule Change forms for registration purposes at this time.
- The waitlist cap for credit courses will be set at a maximum of 15 students.

The Registrar or the VP of Instruction can overrule course limits and place a wait-listed student into a class if the student will be unable to graduate on schedule without taking that specific course at its specific time.