Waitlists

Date Adopted: 3/15/2013
Date Revised:
Date Reviewed:
References:

General Rules

A waitlist will be established for every class offered by Sierra College. The waitlist will consist of 20 spaces. Co-requisite lecture courses that have multiple lab options will have the waitlist assigned to the lecture section and not the lab section.

1. Students must meet the prerequisite(s) for the class in order to enroll on the waitlist.
2. Students enrolled in another section of the same course will be permitted to enroll on the waitlist.
3. Students will be permitted to enroll on multiple waitlists for the same class.
4. Students who fail to appear for the first and second class meetings will lose their place on the waitlist.
5. Faculty who add students on the first and/or second day of class will give students on the waitlist first priority in the order in which the students are listed on the waitlist.

Procedures for Students

1. When a class reaches its maximum enrollment, a student can see if waitlist seats are available.
2. If waitlist seats are available, an eligible student who meets the pre-requisite can enroll on the waitlist.
3. When a seat becomes available the first student on the waitlist will receive an email notification. The student will be given 48 hours from the date and time of the email notification by which to register in the class.
4. A student who does not enroll within the 48 hour period will be removed from the waitlist; the next student on the waitlist will receive an email notification of the class opening and will have 48 hours from the date and time of the email notification.
notification by which to register in the class; and so on until the available seat is filled.

5. A student who moves from the waitlist into an available seat in the class must pay for the class prior to the college’s published payment deadline. Students who fail to pay by the deadline will be dropped from the class for nonpayment.

6. A student can join the waitlist for a class up to 11:59 p.m. on the day prior to the first day of class.

7. Faculty who add students on first and/or second day of class will assign add codes to the students on the waitlist in order. They may choose to distribute the assigned add codes to the students on the waitlist at a later date.

8. Waitlisted students who receive add codes must register for the class within the time period required by the faculty member or forfeit their seat.

9. Students who fail to appear for the first and second class meetings will lose their place on the waitlist.

Procedures for Faculty

1. Since students can join a waitlist until 11:59 PM the day before the class starts, faculty should print class rosters the day of the first class meeting.

2. Students who fail to appear for the first and second class meeting will lose their place on the waitlist.

3. Faculty who add students on the first and/or second day of class will give students on the waitlist first priority in the order in which the students are listed on the waitlist.

4. It is recommended that faculty continue to use the waitlist as a method of filling vacancies through the add period.