

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5076

Waitlists

Date Adopted:	3/15/2013
Date Revised:	10/10/2025
Date Reviewed:	10/10/2025
References:	

General Rules

A waitlist may be established for classes offered by Sierra College. The waitlist will consist of up to 20 spaces. Courses that have corequisite(s) will have the waitlist assigned to only one section.

1. Students must meet the prerequisite(s) for the course in order to enroll on the waitlist.
2. Students enrolled on a waitlist for a course section will be permitted to enroll in another section of the same course.
3. Students will be permitted to enroll on multiple waitlists for the same course.
4. Students who fail to appear for the first class meeting may 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 a waitlist is available and a space is available on the waitlist. Students can then add themselves to that waitlist up to 11:59 p.m. on the day prior to the first day of the class.
2. When a seat becomes available in a class, a courtesy notification will be sent to the first student on the waitlist. Students will be given 48 hours from the date and time they become eligible to register in the class, or up to 11:59 p.m. on the day prior to the first day of the class, whichever comes first. A student who does not enroll within the 48 hour period will be removed from the waitlist; the next student on the waitlist will then be sent a courtesy email notification of an open seat in the class.
3. Students who fail to appear for the first class meeting may lose their place on the waitlist.
4. Waitlisted students who receive add codes must register for the class within the time period required by the faculty member or forfeit their seat.
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 may be dropped from the class for nonpayment.

Procedures for Faculty

1. Since students can join a waitlist until 11:59 p.m. the day before the class starts, faculty should review class rosters the day of the first class meeting.
2. If a student fails to appear for the first class meeting, faculty may disregard that student's position 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.
5. In online full-term classes, during the first week of instruction, faculty will add students in the order in which students are listed on the waitlist.