

Each course offered by Shasta College will have a Wait List assigned to it. The Wait List allows you to more effectively control course enrollment in a closed course while simultaneously providing the institution with data to identify enrollment demand, justify creation of additional sections, and assist in future scheduling. For the student, the Wait List allows access, granted only by you, to a closed course during the first two class meetings of the late registration period.

For online courses, “first class meeting” refers to the first day that the course is available, normally the first day of the term unless otherwise noted in the schedule. Similarly, “second class meeting” refers to the second day that the course is available.

When registration activity occurs from a Wait List at any of the Extended Education campuses for either live or ITV courses, the completed registration and, if applicable, confirmation from the instructor will be date stamped and forwarded **within one (1) business day**.

1. Before the first class meeting:

Print a roster from *My Shasta*. The roster will indicate those students in registered status (RE) and those on the Wait List (WL). Be aware that if you print the roster too far in advance, last minute changes in enrollment caused by migration from the Wait List (as described below) or other registration activity might not be reflected.

Based on the requirements of the course and any restrictions imposed by the facilities or availability of necessary support, make a preliminary determination as to the number of students who may be granted access to the course from the Wait List. As in the past, you are not obligated to add students to a closed, or full, class.

2. Migration from Wait List to Registered Status

a. If an opening occurs any time **before midnight 5 business days prior to the first day of class**, the first eligible student on the Wait List will automatically be enrolled into your course and sent a notification through email (if available) or US Postal Service. Each subsequent vacancy that occurs will be filled by the next eligible student on the list, and each student will be notified accordingly. The student must attend the first class meeting, or in the case of an online course must log in on the first day of the course, at which time you will confirm the registration status.

b. If an opening occurs any time **after midnight prior to the first class meeting and up through the second class meeting**

**1) In a live or ITV course:**

After taking roll and confirming the presence of all registered students, make the determination as to whom, if any, will be dropped from the course for failure to attend the first class meeting. Based on the classroom size, make the determination as to how many, if any, additional students will be added from the Wait List.

If you choose to grant access to students from the Wait List, use the Wait List printed from *My Shasta* and call the names of however many students to whom you intend to grant access. To ensure consistency and fairness, **you must grant access to students only in the order in which their names appear on the Wait List**. For example, if you have two seats you are filling, confirm attendance of students #1 and #2 on the Wait List. If number #1 is absent, access would then go to persons #2 and #3.

**IMPORTANT:** Students granted access to your course must complete a registration form, obtain your signature and date on the registration form, and submit it to the Admissions and Records Office or Extended Education campus **within one (1) business day**.

Since it is difficult to identify the priority order and location of students in Wait List status for ITV courses, coordinate with your Extended Education campus or ITV office for assistance in developing the Wait List

roster. If access to your course is granted to any students located at an ITV receive site, notify the ITV Office by phone or email of the students' names and locations. Registration will then be coordinated by the ITV Senior Secretary and the Campuses.

Prior to your second class meeting, print an updated roster from *My Shasta*. If the determination is made at the second class meeting that you can accommodate additional students from the Wait List (due to drops, non-attendance, etc.), refer to the roster and grant access as described earlier.

## **2) In an online course:**

The student will receive a notification email from the college indicating that a vacancy in the course has occurred. At that time, the student must contact you requesting permission to register for the course. If you choose to grant access:

**a) For students residing within 30 miles of a Shasta College campus,** the student must submit your email authorizing the student to register and a registration form signed by the student to the Admissions and Records Office or Extended Education campus **within one (1) business day**. The student's signature is required and may be submitted either in person, via fax (for fax numbers, consult the online campus directory under "FAX"), or by completion of an officially designated proxy. Payment is due at the time of registration.

**b) For students residing further than 30 miles of a Shasta College campus,** the student must forward your email authorizing registration from the wait list along with a request/authorization to be registered in the course to [Intermountain@ShastaCollege.edu](mailto:Intermountain@ShastaCollege.edu). Within one (1) business day, the student must call the Intermountain Campus at 530-335-2311 with payment information.

3. Wait Lists will only remain in effect through the second class meeting.

4. Additional information:

- Students who have not met prerequisite requirements or who have exceeded 'repeat' limits will not be allowed to place themselves on a Wait List for the respective course.
- Students who have an outstanding unpaid balance to the college for fees incurred from a previous semester will not be allowed to place themselves on a Wait List.
- Students will not be able to register for one section of a course and get on the Wait List for another section of the same course.
- Students can choose to be on no more than one Wait List for different sections of the same course.
- Students can choose to be added to a Wait List of one course offered at a specific time and be registered in a different course at the same time.
- Students are able to remove themselves from the Wait List at any time.
- Should an additional section(s) be created from the Wait List and made available at the same time/day as the original section, students from the Wait List will be 'migrated' to the new section and informed of the new section's location by the respective division.
- Students choosing to be added to the Wait List will not be charged the associated enrollment fees until they have actually become registered in the course.
- Students who have opted to be placed on the Wait List MUST attend the first class meeting.
- Students who have been placed on the Wait List that do not attend the first class meeting may be deleted from the Wait List roster by the instructor.
- For students wanting to be added to the Wait List, the list is available up to midnight prior to the first class meeting. At that point, students will no longer be able to add themselves to the Wait List.

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Approved by Academic Senate 3/11