VVC ACADEMIC SENATE

2nd READING June 2, 2016 – Approved as corrected

VVC Academic Senate, 2014-2016
Guidelines for Faculty: Waitlist Process

Guidelines for the VVC Waitlist: Faculty

When students are registering via WebAdvisor for a course, and that course section is full, they have the option of placing themselves on the official waitlist for that course section.

The waitlist is a fair and equitable way for instructors to add students to a course in the order they appear on the waitlist; this way all students have a chance, pending instructor approval and room in the course, to enroll in a "full" course section.

It is important for faculty to use the waitlist to make sure that all students have equal opportunity to add a course. However, it is up to the instructor whether or not any students are added to a "full" course. No one can force an instructor to add students above the course maximum, as determined by the current Course Outline of Record (COR; found in CurricuNet).

If students contact an instructor via telephone or e-mail, please refer them to the official VVC waitlist. A sample standard response to an add request:

"Thank you for your e-mail regarding (Course Title and Section). As space is available in the course, students ~~will~~ **may** only be added from the official VVC waitlist in the order that they appear. If you are not on that waitlist, it is highly recommended you proceed to WebAdvisor and place your name on the waitlist for this course. Please note that being on the waitlist is no guarantee that a student will be added to the course; the instructor has final determination as to how many – if any – students can be added."
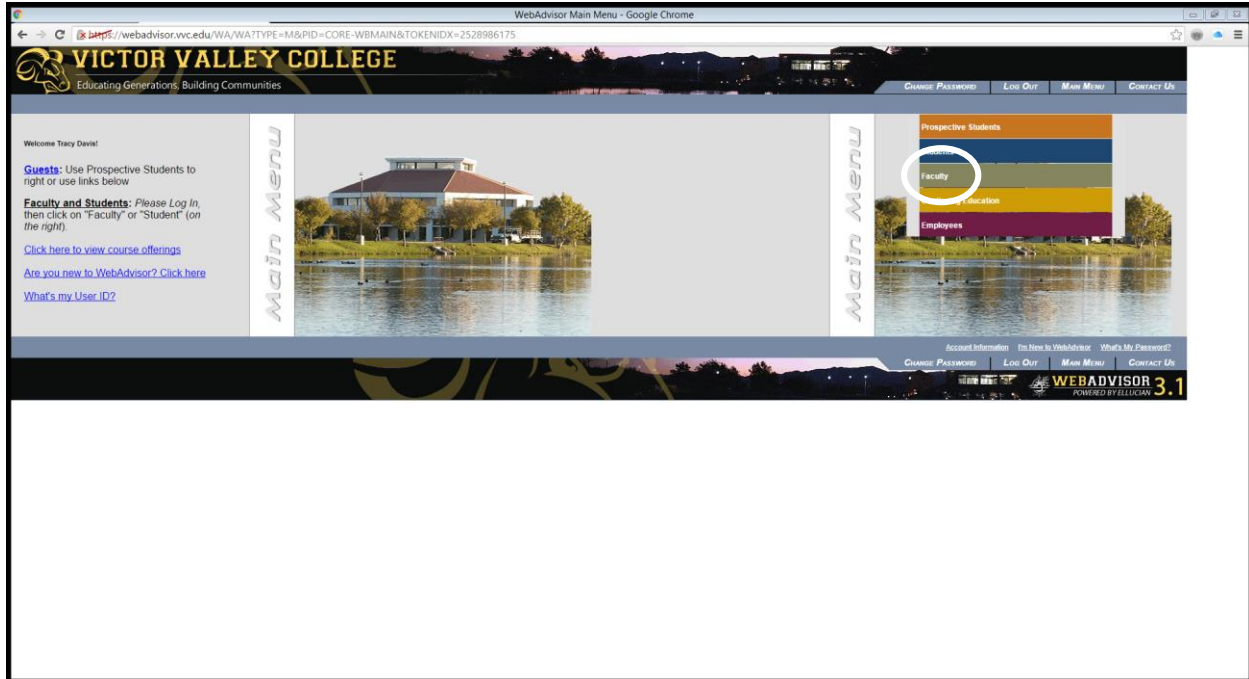
How to find your course waitlist

1. Go to the VVC website, and select WebAdvisor.
2. Login to WebAdvisor; you will see the screen below. Choose the Faculty link.

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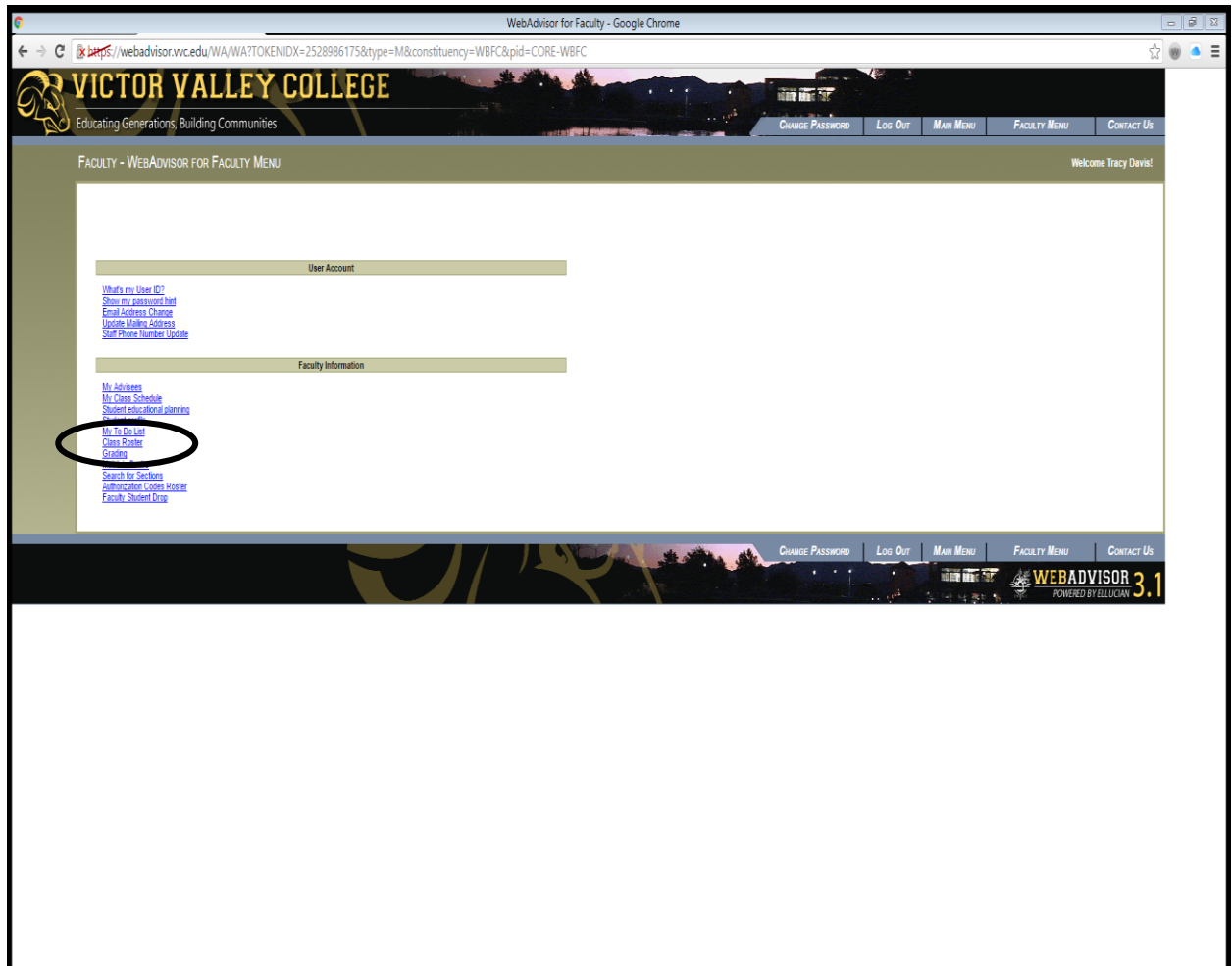Guidelines for Faculty: Waitlist Process

3. Choose Class Roster.

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4. Your semester courses will appear; in each course, at the bottom of the roster, there is a button for "Show Waitlisted Students". Once you select this, the roster will reload, and the students on your waitlist for that section will appear at the bottom of the roster, in the order they placed their names on the list (this is not alphabetical).

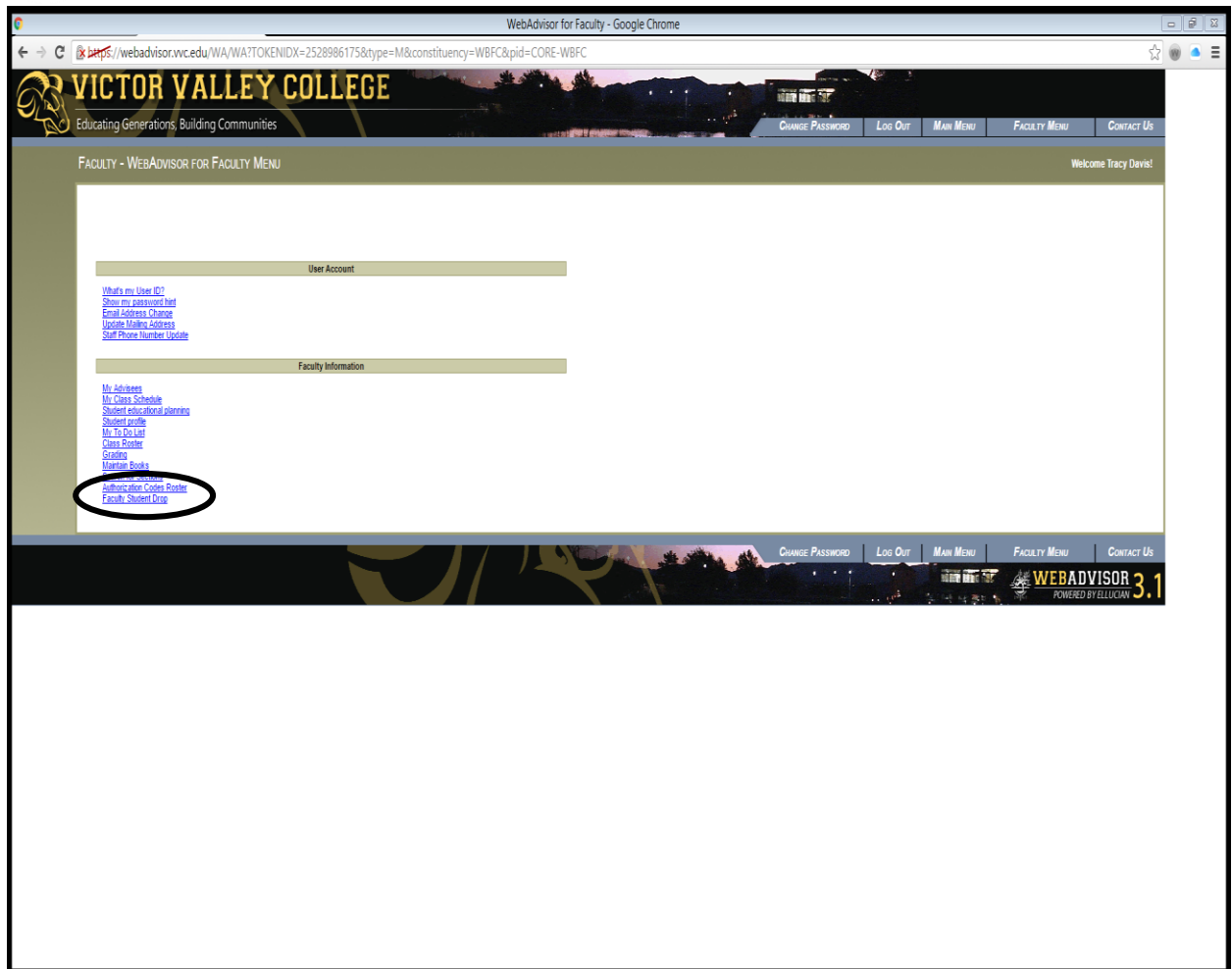### How to use the waitlist: onsite/face-to-face courses

1. Print out your class roster(s), including the students on the waitlist.
2. Go to WebAdvisor, login, choose 'Faculty', and go to "Authorization Codes Roster".

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3. Select the semester and course; then you'll see the selected course authorization/add codes for that section.

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4. You can then write the number of authorization/add codes next to the name(s) on the waitlist. It is a good idea to include a few additional codes; sometimes, the codes may not work, or you may have a class where students not on the waitlist show up, and those on the waitlist do not.

5. At the first class meeting (and as many meetings you choose before the deadline to add a course), you can provide add codes as you determine there is room in the course. Please note that **you do not have to fill every seat in the classroom**; the COR has the maximum number of students deemed andragogically appropriate for that course.

6. If you cannot add many students to your course, please let the students know this; it is unfair to keep students hanging on, thinking they will be able to add a course when you have no intention of adding any (more) students.

7. If a student is added to the course (waitlisted or not), it is their responsibility to submit the add code and pay any required fees. Please remind students that simply adding their name to the course roster doesn't not mean they are automatically added to that course. If students fail to add the course before the deadline, and they do not appear on the roster, they are NOT enrolled in your course.

How to use the waitlist: online courses

1. Follow steps 1-4 above.
2. It is recommended that online instructors begin to send authorization codes to potential online students at least two weeks before the start date of the course. Many online courses

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are short-term (less than 16 weeks), and students need time to purchase the required course materials.

3. When you decide to add students to an online course (currently, the online course maximum is contractually 30 students), it is recommended that you clearly state your expectations for the course, how to access the course, and other important information; it's also a good idea to have an expiration date on the timeline a student can add the course (especially if you have a long waitlist). A sample e-mail is below (note built-in repetition of key points):

You have permission to add (Course Section Title) online, section _____, (Semester and Year), (number of weeks), (length of course and year). **If you no longer wish to add the course, please let the instructor know as soon as possible. Your add code will expire on (day and time, with at least 48 hour notice), so if you wish to add the course, please do so ASAP.**

1. Your authorization code is:_____.

2. This code is valid for YOU and ONLY YOU. Your name and student ID have been recorded by the instructor.

3. If the instructor sees any other student enrolled with this access code, that student will be dropped, and VVC administration notified of fraud. This could result in serious ~~academic~~ **disciplinary** consequences.

4. It is advised that, if you choose to add this course, you go to Web Advisor (available link at www.vvc.edu), follow the procedures, and register ASAP. (Insert when the first assignment is due) If you add this course and then access it too late, and miss the first assignment, you will be dropped as a "no show", as per rules for active participation.

5. Once the access code has expired, it is gone, and you will not be able to add this course after this date.

6. Once you add the course, you will proceed to Blackboard and follow the login process, described at the college website: www.vvc.edu. If you have problems with Blackboard, please contact the online help desk, *not the instructor*.

7. Please read the course syllabus ASAP. Please note the active participation policy, and "Last Day of Attendance Policy".

8. The required book list is available on the VVC website, under 'Rams Bookstore'; you will also see information in the syllabus and in the introductory Learning Module. Please make sure you have the required texts by the end of the first week of this eight-week course, so you don't fall behind. There is a reserve copy of the both textbooks in the library.

If you have any questions about the process, follow the directions on Web Advisor for help -- please *do not contact the instructor over registration problems*, as I do not have access or the ability to add you to the course manually.

The instructor accepts no responsibility for technical problems, invalid access codes provided by VVC, or student computer/technical problems. Please contact the online help desk at x. 2740.

Your Blackboard course website will be available (insert date course will be open for students; recommended at least one week before the course starts). Your required book list is available through the campus bookstore link at www.vvc.edu.

Please make sure that your e-mail address is valid and current in Blackboard and WebAdvisor; the instructor cannot change your e-mail address; students are expected to have a valid e-mail address in WebAdvisor. The instructor is not responsible for students without a valid e-mail address missing vital communications for this course.

Faculty name and title
Faculty contact information