

## Course Registration Waitlist FAQ for Faculty

### 1. How does wait-listing work?

The waitlist is an enrollment management tool that allows the college to track excess demand for seats in courses where maximum capacity has been reached. Wait-listing ensures fairness and transparency, while allowing students to get in line for courses needed to fulfill their graduation requirements. The following are immediate benefits of the new process:

- Eliminates the need to continuously monitor class schedules for availability.
- Allow faculty to focus on instructions and academic matters during the start of the semester by eliminating the need to sign students into full classes.
- Eliminates long lines of students waiting to be added to full classes during peak registration.

When a course reaches maximum capacity and is no longer available for registration, students will have the option to wait-list for that section through CCDConnect. If a seat becomes available, the first student on the waitlist will be notified of the opening via their college-assigned student e-mail account. The open seat will only be reserved for a maximum period of 24 hours. Students are not automatically added and must take action to register within the time allowed, or the open seat will be offered to the next student in the waitlist queue.

### 2. How does a student get on a waitlist for a section?

A detailed step-by-step guide and instruction video can be found at [www.ccd.edu/waitlist](http://www.ccd.edu/waitlist).

### 3. What does the department or the instructor need to do about the waitlist? How about the ability to overload a course?

Instructors wishing to accommodate more students may request an increase to the course capacity in Banner, if space is available. Students on the waitlist will be given first priority to open seats. The department decides how to handle excess demand for seats in courses where maximum capacity has been reached.

### 4. How do I accommodate a student not on the waitlist?

To ensure that a fair and transparent process is utilized college-wide, the Admissions, Registration & Records Office will not process any signed Schedule Adjustment Form or note from faculty to allow students into a full class. Students will be directed to get on the waitlist. This is intended to preserve the integrity of the waitlist and make certain that students who attempted to register for the course first get the highest priority.

## Course Registration Waitlist FAQ for Faculty

**5. If a student was dropped from class, will he or she be allowed back in if a waitlist exists? What if my student was dropped due to institutional error?**

Students who are dropped for failure to make payment within the time allowed will not be re-enrolled by the college. It is the student's responsibility to make official payment arrangement prior to the published deadline. In cases of institutional error, Admissions, Registration & Records will work closely with Program Chairs and Instructors to accommodate students.

**6. A student received notification of an open seat through their college-assigned student e-mail account, but did not act within the 24 hour period and has been removed from the waitlist. What are their options?**

Students are expected to check their college-assigned e-mail account on a consistent and frequent basis as they are responsible for all communications received. Students may wait-list again, or consider other open section.

**7. Are wait-listed students allowed to attend class even though they are not officially registered?**

Only students who are officially registered are allowed to participate in course activities. Students at the bottom of the waitlist are encouraged to look for open sections as opposed to remaining on the waitlist.

**8. Will wait-listed students appear in Desire2Learn (D2L)?**

Only students who are officially registered can access course materials through D2L.

**9. What is the last day for students to register for the waitlist?**

Students will be able to wait-list until the last day to register. If a seat becomes available on the last day to register, students must register before 11:59 PM on that day. There are no exceptions for students who do not register within the time allowed. Only students who are officially registered are allowed to attend classes and faculty will not sign students into a full class, nor will late-registration be allowed after the last day to register. For this reason, students are encouraged to register early for best course selection.

**10. How do I know what position a student is on the waitlist?**

Faculty may view course information, including class roster, and waitlist summary under the Faculty tab in CCDConnect.

**For additional questions, please contact Admissions, Registration & Records at 303-556-2420 or visit us in Confluence 114.**