Waitlist Guide for Faculty

Semester Timeline:
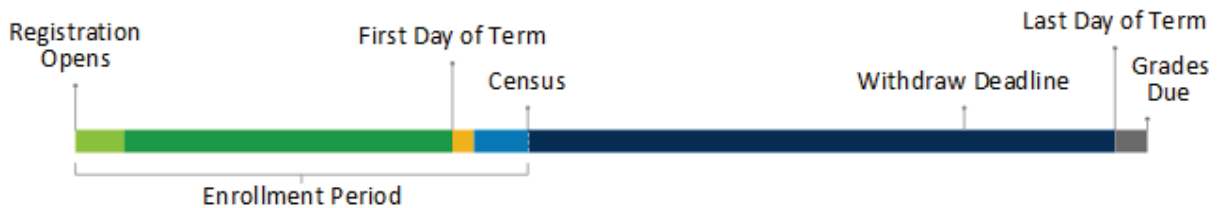
Enrollment Period:
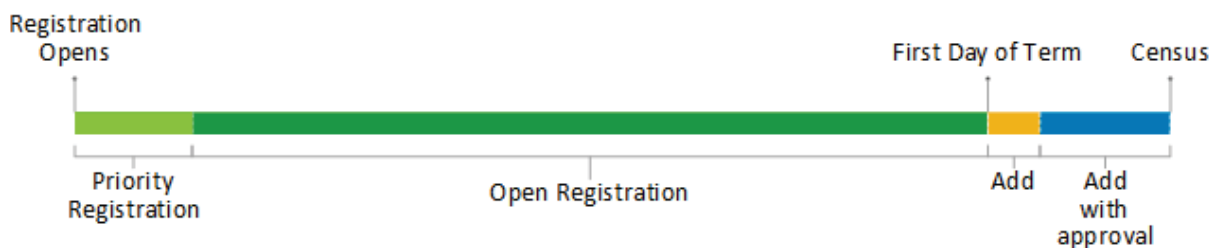
|	Students can…	Faculty can…
Priority Registration and Open Registration	• register in open classes • join the waitlist for full classes	• review students on the waitlist • raise class section capacity (automatically add waitlisted students) • *NOTE: Add Authorization will NOT work until the class has begun*

Add
• Full Term courses: 1st week
• 1st 9-week courses: 1st week
• 2nd 9-week courses: 3 days
 	
Always refer to Self-Service for individual section dates.
	• register in open classes
	• join the waitlist for full classes
	• register with Add Authorization when on waitlist
		• review students on the waitlist
		• raise class section capacity (automatically add waitlisted students)
		• give approval to add using Add Authorization:
		  ○ students on the waitlist can enroll
		  ○ students not on the waitlist must wait until the Add with Approval period

Add with Approval	• request approval to add • register with Add Authorization	• give approval to add using Add Authorization • add students from the waitlist

Important Information:

- Faculty should review class rosters the day of the first class meeting.
- Faculty who add students will give students on the waitlist first priority in the order in which the students are listed on the waitlist.
- For synchronous classes, if a student fails to appear for the first class meeting, faculty may disregard that student's position on the waitlist.
- For asynchronous full-term classes, if a student does not reach out to the instructor by 11:59 pm, Saturday of the first week of instruction, then the instructor may disregard that student's position on the waitlist.
- The process to enroll students from waitlist into class runs several times per day. When a student drops a class with a waitlist, the next student on the waitlist will be enrolled when the process runs. Occasionally it may appear that there are available seats in a class with a waitlist; this occurs after a student drops a class and before the process runs to add the next student from the waitlist. Students cannot enroll in a class with a waitlist even if it temporarily shows available seats, because the seat is technically taken by the next student on the waitlist.
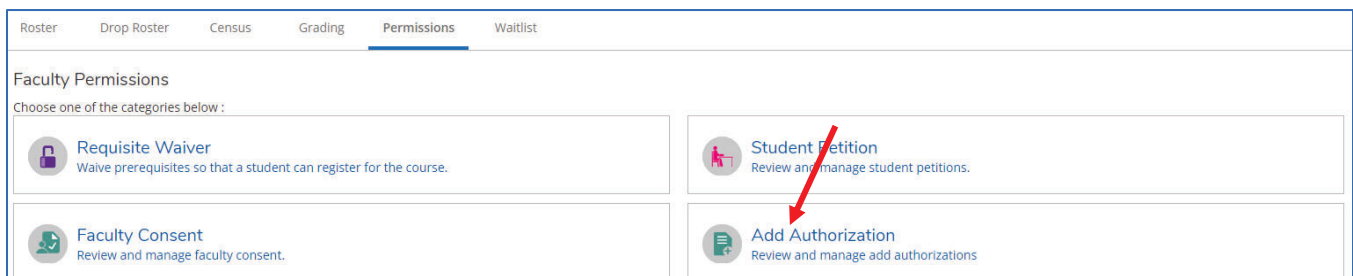
Using Add Authorization:

During the first week of the term (Add period) students must be on the waitlist to use Permission to enroll. If the student is not on the waitlist they cannot enroll until the Add with Approval period begins. Add Authorization does not enroll the student. Students are responsible for enrolling themselves.
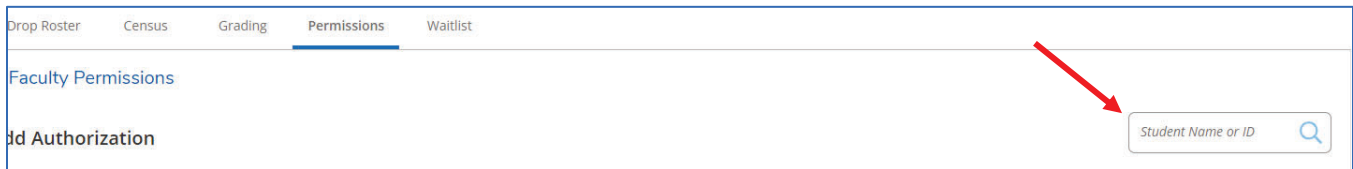
1. Log in to the YCCD Portal at https://login.yccd.edu and click on **YC Self-Service**.

2. Click on the **Faculty Overview** tile, then click on the **Course Management** tile.

3. Select the class section to review.
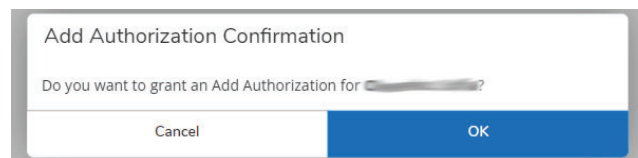
4. Click on the **Permissions** tab.
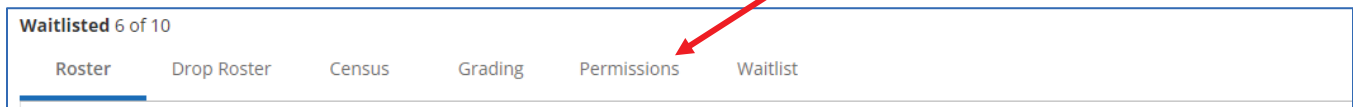
5. Click on **Add Authorization**.

6. Enter the **Student Name** or **Student ID** in the search bar and select the student.

7. Click **OK** to confirm the Add authorization.

8. A confirmation will appear in the top right corner when the authorization is successful. The student will be able to log into their Self-Service and see they have been granted authorization. **Students can enroll 15 minutes after authorization has been granted.**
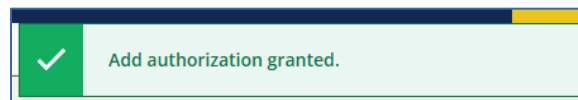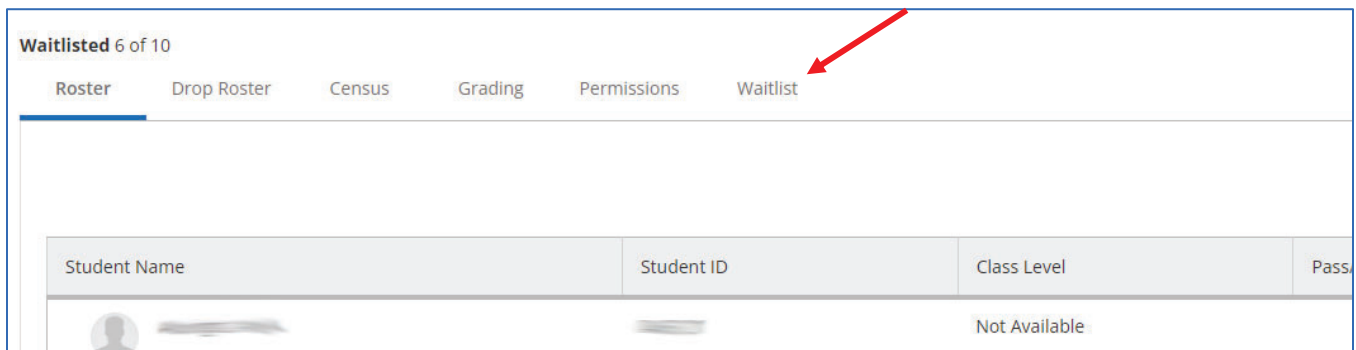

Suggested Email Notification to Student:

You have been given authorization to add the requested section. You will be able to enroll in 15 minutes. Please log into your Self-Service and Register for the class. For assistance you can review the **How to Use Waitlists** student guide. Enroll early to ensure your success in the class. Please feel free to contact me if you have any questions regarding the class. Good luck in your studies!

Add Students from the Waitlist:

The following steps are available AFTER the first week of the term (Add Period). During the first week, use Add Authorization to allow students to enroll. <u>This process gives the student Authorization to Add. It does not enroll the student. Students are responsible for enrolling themselves.</u>

1. Log in to the YCCD Portal at https://login.yccd.edu and click on **YC Self-Service**.

2. Click on the **Faculty Overview** tile, then click on the **Course Management** tile.

3. Select the class section to review.

4. Click on the **Waitlist** tab. Students on the Waitlist will be listed.

5. Click **Add** to give students authorization to enroll in the course during the Add with Approval period.
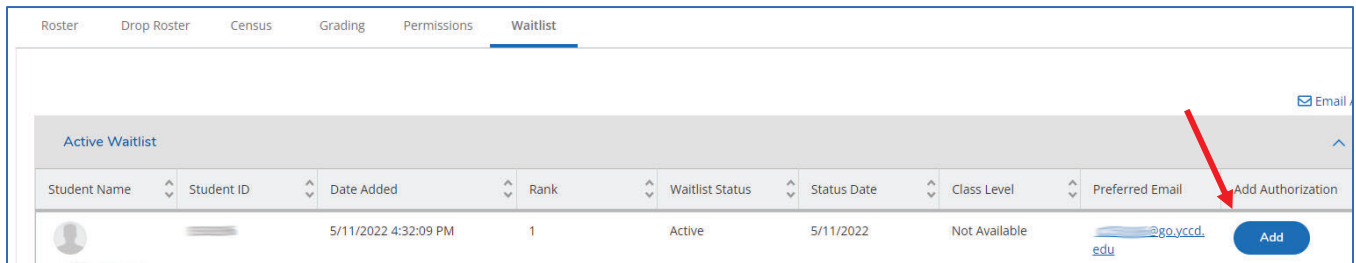
6. Click **OK** to confirm the Add authorization.
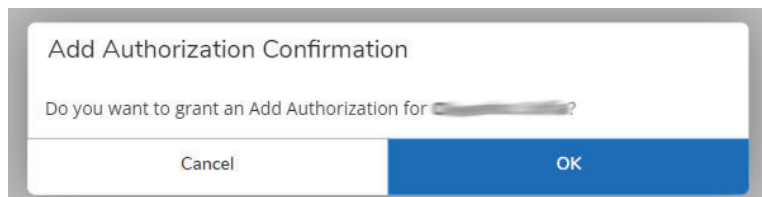
7. A confirmation will appear in the top right corner when the authorization is successful. The student will be able to log into their Self-Service, see they have been granted authorization, and register in the class. **Students can enroll 15 minutes after authorization has been granted.**
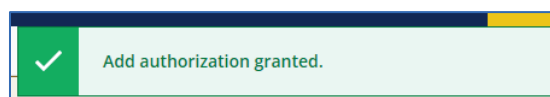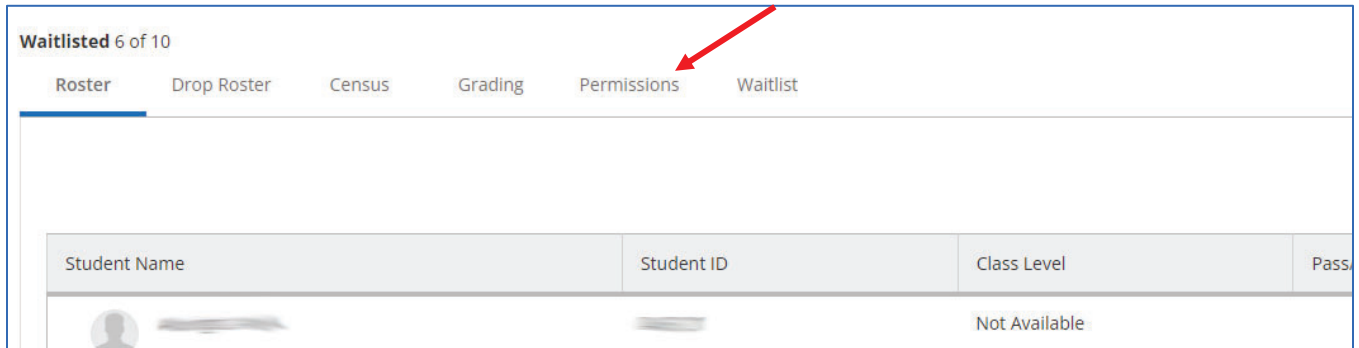

Suggested Email Notification to Student:

You have been given authorization to add the requested section. You will be able to enroll in 15 minutes. Please log into your Self-Service and Register for the class. For assistance you can review the **How to Use Waitlists** student guide. Enroll early to ensure your success in the class. Please feel free to contact me if you have any questions regarding the class. Good luck in your studies!

Removing Add Authorization:

Unused Add Authorizations should be revoked before Census.

1. Log in to the YCCD Portal at https://login.yccd.edu and click on **YC Self-Service**.
2. Click on the **Faculty Overview** tile, then click on the **Course Management** tile.
3. Select the class section to review.
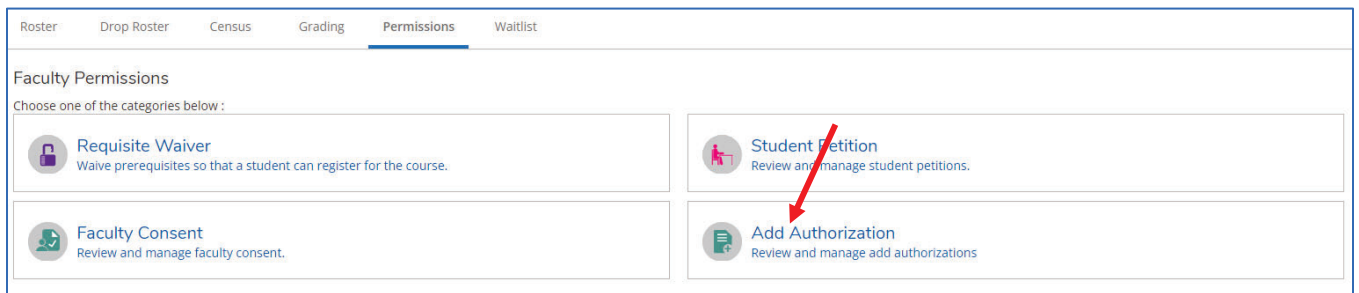4. Click on the **Permissions** tab.

5. Click on **Add Authorization**.

6. Click on **Revoke** to remove authorization for that student.