

# WAIT LIST PART OF NEW SIS (Student Information System)



More good news – the new SIS registration system, that will be used to register for Fall 2017 and future semesters, will include a wait list function.

IS THE CLASS YOU WANT FULL? Join the wait list. If spots open prior to the start of classes, names will be pulled from the list in the order they were received.

STILL ON THE WAIT LIST WHEN CLASSES START? Go to the class you want. If a space opens up due to no-shows, you may still get added to the class.

VIEW YOUR STATUS ON THE WAIT LIST ON THE NEW SIS.

*But Remember...being on the wait list does not guarantee you a seat in the class.*

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## LOS ANGELES COMMUNITY COLLEGE DISTRICT 2017 Wait List Policy for Closed Classes

**DURING THE ENROLLMENT PERIOD PRIOR TO THE START OF CLASSES**, students wishing to add classes which have reached the enrollment limit can add themselves to the wait list. A process will run through-out the day that will automatically enroll students in the class from the wait list as seats become available. An email will be sent to the student's LACCD email account notifying them of the registration and the enrollment fee charge will be added to their student fiscal account. The last day a student can be added to a wait list is the day before the first day of the session. Wait lists apply to all regular and short-term session classes, summer and winter intersession.

**AFTER CLASSES BEGIN**, students actively enrolled in the class who do not show up for the first class meeting MAY be dropped by the instructor who will then add students from the wait list. If you are not moved into the course from the wait list during the enrollment period, you must attend the first meeting of class to be considered for late enrollment from the wait list. If there is space available and you are not at the class, you will lose your place on the wait list and the next student on the wait list may be added instead.

### IMPORTANT DETAILS YOU SHOULD KNOW:

- Being added to a wait list does not guarantee enrollment in the class.
- All co-requisites or pre-requisites must be satisfied before you will be enrolled from the wait list.
- You will not be enrolled from the wait list if the class conflicts with times on your existing class schedule.
- You can view your wait list position in your online student portal. Click on *Academics* and then click on *Class Schedule*.
- You can remove yourself from a wait list the same way you would drop a class in your online student portal.
- During the primary terms of fall and spring, students will be limited to enrolling for no more than 19 units, and during the winter and summer will be limited to registering for no more than 9 units district-wide. The maximum number of wait list units is 12 for fall and spring and 9 for winter and summer.
- You may sign up for multiple wait list s for the same discipline/class; however, if you are moved from the wait list to an open space, you will be removed from the alternate wait list for the same discipline/class after acceptance.

### NO SHOW

Actively enrolled students who are not present at the first class meeting MAY be dropped by the instructor, and their seat MAY be given to a student on the wait list.



## Frequently Asked Questions | 1 of 4 pages

### **Can any student get on a wait list ?**

You are eligible to be placed on the wait list if: there are wait list openings for a class section, you meet the class pre-requisite, you have no repeat errors, you have no holds on your records, or the class units will not exceed your maximum wait list units allowed.

### **How does the wait list process work?**

When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the wait list. The class remains closed until the wait list empties or the enrollment capacity has been met, whichever comes first.

If a student does not meet the criteria to enroll (see above) in the class the process will select the next student on the wait list according to their position number.

Students that were on the wait list and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

If the wait list process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the wait list that did not meet the criteria to be auto-enrolled).

If there are no students on the wait list the class will open as usual when seats are made available.

### **If a student is ranked number 1 on the wait list that they will be auto-enrolled in the course as soon as a seat is available IF:**

Yes, if there is a seat available and there are no issues related to the auto-enrollment. Problems include:

- Enrollment in another section of the same course.
- Time conflicts
- Student registration holds
- Unsatisfied prerequisites or co-requisites
- Exceeding term unit limits
- Unsatisfied assessment testing requirements
- The student has already taken the class

**If the student does not get into a class for which the student is wait listed**, the student may attempt to take the class another semester or take a different section of the same course or can attend the first day of class and request a permission number from the instructor.

### **Do all classes have a wait list?**

Not all classes have wait lists. If a course is listed as Instructor Consent, a wait list is not available.

**The wait list option is only available** once all seats in a class have been filled and the section closes. When a Class Search is performed to include these closed classes, users will notice a yellow triangle beside classes that have available wait list seats. Once the wait list capacity has been reached, the wait list feature is unavailable and the blue closed class icon will display beside the section in Class Search.

**The number of seats** on the wait list is determined by the academic department. The wait list number can vary by subject and course.

**When is the first and last day to get on a wait list for a class?**

Students cannot get on a wait list until their enrollment appointment or open enrollment has begun. The last day to get on a wait list for a class will be 11:59 p.m., one day before the session begins.

Wait lists are only available once the class has reached the enrollment capacity. For an extremely popular course the wait list may be activated very early in the registration period.

**What is auto-enrollment from the wait list?**

This is a daily process that enrolls students into their classes from the wait list. Once the class is full it is marked as closed then only students from the wait list may be enrolled in the course. If one seat becomes available in a course, then student number one on the wait list is automatically enrolled from the wait list provided there are no holds, time conflicts, prerequisites, repeat issues, or duplicate course errors.

**How do I know I was moved from the wait list to the active class?**

If you are moved into a class from the wait list, an email will be sent to the student's LACCD email account notifying them of the registration. It is important that you activate and monitor your LACCD emails during the registration period. If you decide you do not want to be enrolled in the class after you are moved from the wait list, you must officially drop the class.

**What happens if the student is not auto-enrolled from the wait list and the session begins the next day?**

To try to enroll in the wait list class, you must attend the first class session and ask the instructor for a permission number. Only the course instructor can provide a permission number. The student will then enroll into the course with the permission number.

**What are the chances of getting into a class if the student is on a wait list?**

It is entirely possible that a wait list ranking of #1 may still not result in an auto-enrollment for a course. This course may be a very popular course and actively enrolled students might not drop out. Another course may have a good number of student drops and several students on the wait list could be auto-enrolled.

Students should use the wait list as a strategy to improve their course selection, but they should not assume they will get their wait listed course.

**How many units can the student be wait listed for?**

Student may be on 12 units of wait list in the fall and spring semester and 9 units for winter and summer.

**Are the wait listed units counted into the student's total units for the semester?**

No. They are considered as two separate lists: Total units enrolled and total units on the wait list. For example, if a student may enroll in 19 units districtwide and they are enrolled in 15 units and have 6 units on the wait list that is fine. Even though  $15 + 6 = 21$ , which is greater than 19, this is a not a problem.

**Can the student be wait listed for more than one section of the same class?**

Yes. A student can wait list multiple sections of the same class. They cannot pick their preference. The wait list process will enroll the student into the first available seat according to descending class number. If the student is enrolled in a wait listed class; the remaining wait list requests for the same class will be automatically dropped.

For example, a student attempts to wait list English 101 class number 10000 and English 101 class number 20000. If English 101, 10000 has a seat available and the student is eligible for enrollment they will be enrolled into the course and dropped from the English 101, 20000 wait list. If both classes have seats available the

student will be enrolled into the English 101, 10000 course and dropped from the English101, 20000 wait list because 10000 is lower than 20000.

If the student is on multiple wait lists and they are enrolled, they will be dropped from all of the other wait lists for that course.

### **Can a student be both enrolled and wait listed for different sections of the same class?**

Yes, but the student cannot be enrolled into both classes.

- For example, suppose that a student was enrolled in Math 125, 10000 which meets on Mondays. They would prefer Math 125, 20000 which meets on Tuesdays. The student places themselves on the wait list for Math 125, 20000. They will NOT be enrolled into that class even if they are eligible and there is a seat available. They must first drop themselves from Math 125, 10000 class.
- For classes that are very popular it is in the best interest of the student to remain in the class as enrolled. An attempt to drop the classes to get a better schedule time can often be detrimental to the student because several other students will be competing for the available enrollment seat.

### **Can a student wait list for a class that conflicts (in meeting time) with an enrolled class?**

Time conflicts will not be checked at the time that the course is added to the wait list.

At the time of the auto-enrollment, time conflicts will be checked. If there is a time-conflict, the student enrollment will not be processed. They will not lose their place in the wait list queue, but will remain there until the conflict is resolved. The students of lower ranking, but with no time conflicts, will be auto-enrolled before them.

It is in the student's best interest to not wait list a course that would present a time conflict. Time conflicts cannot be overridden even if there is a small time overlap.

### **Can a student change their wait list classes?**

Yes, the student can change the courses in their wait list at any time. There is a limit to the number of students that can be on a specific course wait list. If you drop yourself from the wait list, then want to add yourself back to the same wait list, your position number will be different. By dropping from the wait list you will forfeit your placement on the list.

### **Can a student add any classes to their wait list?**

Yes, unless the class is listed as Instructor Consent, or there is a course pre-requisite. Any issues related to course requirements will be checked at the time of auto-enrollment, not at the time that the course is added to the wait list.

The pre-requisites requirements for a course will be checked when the student attempts to add the course to the wait list and at the auto-enrollment time. If a student has not satisfied the course pre-requisite they will be blocked. It is presumed that a student concurrently enrolled in a pre-requisite class will pass it and therefore satisfy the pre-requisite requirement for the next class in the following semester.

- For example, if a student is enrolled in Spanish 1 and they wish to wait list for Spanish 2 for the next semester that request is permissible. If a student has taken Spanish 1 and received a substandard grade such as an F, they will not be allowed to wait list Spanish 2 because the student has not satisfied the course pre-requisite.
- If the prerequisite is not satisfied after the grades are posted, the student will be dropped from the course.

### **Can a student be dropped from the wait list?**

Yes. A student may drop themselves from the wait list. Also a student can be dropped for non-payment of fees. If a student does not pay their enrollment fees by the fee payment deadline they will be administratively dropped from all or some of their courses and wait listed courses.

It is the student's responsibility to pay all of their fees by the fee payment deadline to avoid losing classes.

**Can students get on a wait list if there is a time conflict with a class section in which they are already enrolled?**

The self-service enrollment process does not check for a time conflict when a student is placed on a wait list . At the time the auto-enrollment process runs, students will not be enrolled in the class if the time conflict still exists. Students will need to drop the class that prevents the time conflict if they want to be moved from the wait list.

Ideally, students should use the SWAP feature when getting on a wait list or a section that presents a time conflict with an already enrolled class. That way, if a seat opens in the close section the student will be automatically dropped from the previously enrolled section.

**Can a course be cancelled while a student is on the wait list?**

Yes, at times there may be a need to cancel a course. This means that the wait list associated with that course will also be cancelled.

**If the student hasn't met the prerequisites, can the student register for a class or for a wait list?**

No. The student cannot request to place a course on the wait list if the prerequisite is not satisfied. If the student has taken the prerequisite course at another college outside of the LACCD, then the student must visit the Admissions and Record's office to complete and submit the pre-requisite challenge form. When approved, the online information system will recognize that the prerequisite has been satisfied.

The only exception is if the student is presently enrolled in the pre-requisite course. The system assumes that the student will satisfactorily complete the course with a passing grade and therefore be eligible for the next course.

**How often can the student check on their wait list status?**

The student can view their wait list status at any time that the online student self service is available. Except for scheduled system maintenance, the system is available every day, 24/7.

**Are students required to pay for a class if they are on the wait list?**

No. Students only pay for classes after they are actively enrolled. Enrollment fees will be assessed after a student is officially registered in a class and must be paid by the fee payment deadline. To view your enrollment fee due dates, click on *Finances* on your portal dashboard, click *Account Inquiry, and Charges Due* for details.

If you are approved for a Board of Governors Fee Waiver or have anticipated financial aid your *Account Inquiry* page will reflect the award.

Your enrollment will be cancelled for some or all of your course(s) unless payment is made in full by the fee payment deadline.

It is important to remember that placement on a wait list does not guarantee a seat in the class. Students on a wait list after classes begin should attend the first class meeting to determine if space is available.

**Can faculty change the wait list order?**

No. The wait list cannot be modified by an instructor.