

# VVC ACADEMIC SENATE

3<sup>rd</sup> Reading – Nov. 3, 2016

## Guidelines for the VVC Waitlist: Students

If you are a VVC student registering via WebAdvisor for a course section that is full, you have the option of placing yourself on the official waitlist for that course section.

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

Many instructors may try to add you to their courses; this is in the purview of the instructor. Please understand that the instructor is the discipline expert, and knows what is best practice for his/her course.

### For onsite (face-to-face) sections:

- After going through the process via WebAdvisor, you should see your name and number/placement on the waitlist for that course.
- If the course hasn't begun, you can move up the waitlist, which could result in you moving up the waitlist and possibly getting into the course (if students enrolled have dropped the course at this point). Be sure to check WebAdvisor regularly to determine if you have moved from the waitlist and been added into the course.
- If the waitlist is full, please check back to see if room on the waitlist becomes available.
- Your instructor will contact you with an authorization code. **Do not e-mail or call your instructor asking for an authorization code.** Do not try to get ahead of other students on the waitlist.
- If you are able to get on the waitlist, attend the first class meeting. Show up on the first day of the course! While instructors may choose to add you after the first day, they are under no obligation to “hold” your place on the waitlist if the waitlist is full. Please note: there might also be students not on the waitlist who are hoping to add the course, and if you are not present on the first day, you may lose your place to someone who is there, waitlisted or not.
- In face-to-face/onsite courses, the room size may determine how many – if any – students can be added to the course. If there are no seats, fire code is clear, and instructors will not add you to a course; you cannot sit on the floor or stand. Even if there are extra seats, it does not mean the instructor will add you to the course.
- Some courses (such as the sciences) have limited enrollment; this is due to lab space and other factors.
- Instructors are not obligated to add you to a course if the section is full. This is in the purview of the instructor.
- If you are able to be added, the instructor will provide you with a four-digit authorization code (sometimes called an add code). It is YOUR responsibility to register on WebAdvisor for the course and pay any required fees within 5 business days. The instructor cannot do this for you.
- If your authorization code doesn't work, double check to make sure you are using the correct authorization code that goes with the course section number for which you received the code.

AS 1<sup>st</sup> Reading 05\_05\_2016

AS 2<sup>nd</sup> Reading 10\_06\_2016

AS 3<sup>rd</sup> Reading 11\_03\_2016 APPROVED

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If it does not work, contact the instructor, and make sure you provide your name, student id number, and the course section number.

- **Do not give your authorization code to another student. Instructors know who they give authorization codes to, and misusing this is academic fraud which could result in action by the administration. By engaging in such behavior, you have violated the integrity of the waitlist and VVC.**
- Everyone has a legitimate reason to ask for inclusion in a college course: graduation requirements, extracurricular activities requiring specific number of units, “only one class left, please add me” ...remember: your peers also need a course. Don’t harass the instructor, as they understand all these situations, and, space permitting, will add you if they can.

## For online (distance education) sections:

- After going through the process via WebAdvisor, you should see your name and number/placement on the waitlist for that course.
- If the waitlist is full, please check back to see if space on the waitlist becomes available. If the course hasn’t begun, you can move up the waitlist. Be sure to check WebAdvisor regularly to determine if you have moved from the waitlist and been added into the course.
- Instructors are not obligated to add you to an online course if the section is full. This is in the purview of the instructor.
- If you are able to be added, the instructor will email you with a four-digit authorization code (sometimes called an add code). It is YOUR responsibility to register on WebAdvisor for the course and pay any required fees within 5 business days. The instructor cannot do this for you.
- If your authorization code doesn’t work, double check to make sure you are using the correct authorization code that goes with the course section number for which you received the code. If your authorization code doesn’t work, contact the instructor and make sure you provide your name, student id number, and the course section number.
- Do not give your authorization code to another student. Instructors know who they give authorization codes to, and misusing this is academic fraud which could result in action by the administration. By engaging in such behavior, you have violated the integrity of the waitlist and VVC.
- Your instructor will contact you with an authorization code. **Do not e-mail or call your instructor asking for an authorization code.** Do not try to get ahead of other students on the waitlist.
- Everyone has a legitimate reason to ask for inclusion in an online course: graduation requirement, extracurricular activities requiring specific number of units, “only one class left, please add me” ...remember: your peers also need a course. Don’t harass the instructor, as they understand all these situations, and, space permitting, will add you if they can.
- Online courses do NOT have unlimited enrollment. Most sections/instructors have 30 as the class cap. Thirty students is considered “full”, based on best practices for distance education.