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Academic Affairs Manual

Wait List Procedures

Upon request, Admission and Records (A&R) will provide training to access Banner so that the appropriate administrators and administrative support personnel in each college can view and/or produce the roster summary for their college. These will include the enrollment information of the number of students enrolled and on the waitlist for each course/selection being offered.

Three (3) weeks prior to the beginning of instruction each term, the Academic Facilities & Class Schedule Coordinator will notify the Deans and Council of Schedulers to review the roster summary with the following intentions:

- Moving specific courses with large waitlists to larger classrooms, if available and pedagogically reasonable.
- Notifying students on large waitlists, where the creation of another section is not feasible either given the lack of funds, qualified faculty to teach, or space, that they should register for another course.
- Canceling low enrolled courses where there is not a plausible and defensible reason for maintaining the course.

The Deans and Council of Schedulers should regularly monitor enrollment until the census date.

Approved: Allen A. Mori

Date: 4/29/05