

Guidelines for Managing Enrollment Once Classes Begin Fall 2011

Enrolling and paying fees

Once the semester begins, students will be required to pay fees at the time of enrollment. Students should be directed to enroll and pay **online** as this is most expedient. Full-term classes that are less than 90% full by the first day of the semester may remain open and available for students to enroll without a permission number **through the first week of the semester**. Once a class is full (90% or greater) and beyond the first week of the semester, students will only be able to add a class by receiving a permission number from you and paying for the course when they enroll. Students enrolling in short-term classes must use a permission number even if seats are available. Students who enroll in person must go to the Admissions and Records Office during business hours.

Distributing permission numbers

Each course is allocated 20 permission numbers that are to be distributed to students on the wait list, in chronological order. If your class is full and you are unable to add students, please announce this at the beginning of each class during the first week. Only enrolled students appearing on your roster may occupy seats. If you are able to add students from the wait list, they must enroll using the 6 digit permission number you provide. Permission numbers are available as part of your class roster following the wait list, and from the online grade system tab "Permission to Add Slips". As you distribute permission numbers, document the student's name and 7 digit ID number on your roster next to the permission number. Students should be told that they must enroll using the assigned permission number and pay the enrollment fees. Once you have assigned permission numbers, please allow 48 hours for the students to appear on your class roster. Students can immediately access their enrollment summary online to provide as proof of enrollment.

Late Adds

Any student who enrolls for a class beyond the "last day to enroll" date must present a student petition that includes the assigned permission number, the instructor's reason for the late add, the instructor's signature and your division dean's signature. Any enrollment transaction that occurs beyond the last day to enroll must be done in person at the Admissions and Records Office and payment of fees is due immediately. Late adds are subject to approval by the Dean of Enrollment Management.

"No-show" Students

You may drop students who do not attend the first class meeting and give the seat to a student on the wait list. You must drop students who do not attend at least one of the first three classes (or the first two classes, for those courses that only meet once a week). You may make these enrollment decisions by taking attendance and determining if a student is a "no-show" and allowing the next student on the wait list to enroll by assigning a permission number. In some rare cases, your class may not be fully enrolled by the first or second class meeting so you will not have a wait list; if this is the case, you should direct students to immediately enroll online since the class may remain open and others who have not attended the class may already be enrolling. Online enrollment for full-term classes continues through **September 4**.

Verifying Pre-requisites

Your class roster will identify students who have met the pre-requisite for your course within the Los Rios district. For all other students, they must be asked to provide proof of having met the pre-requisite either through placement, by completion of the pre-requisite course, or through the multiple measures process done by counseling. Ideally, verification of pre-requisites should be completed by the end of the first week of class so as to allow access to those on the waitlist who have proof of having met the pre-requisite.

Directing students to other resources

Students needing assistance or asking about resources can be directed to the **Information Desk located in the lobby of the Library building**. Staff will be available to help students and to direct them to appropriate services. The Information Desk will be staffed Monday-Thursday, 9:00am-6:00pm and Friday, 9:00am-4:30pm during the first week of the semester.