Dear Instructors,

Tired of Instructor Add Memoranda? Want to add students without paper? Now you can.

**Wait List Adds**

Admissions & Records is pleased to announce “wait list” registration. Your Wait List Roster can now remain open until the last business day before Census or until the class fills and YOU CLOSE it!

Once classes begin, a student who meets your course prerequisite and is cleared for registration (no holds) may add to your wait list rather than filling out an Instructor Add Memorandum.

Here’s how it works:

1. On the first day of class, call the roll and determine which students on your wait list are present in the classroom.
2. Record the names of students who want to add, but are not currently on your wait list, and provide them with your five digit course code.
3. After class, access your Wait List Roster to add the students who were present and to drop the students who were not. This “clears” your wait list, and allows other students to access your wait list.
4. Allow a reasonable amount of time for students to get on your wait list (several hours, half a day, or whatever you consider to be a reasonable period of time).
5. Access your wait list later that day or before the next class session and add the students whose names you recorded as present in class who have your permission to add to your wait list.
6. At the next class session, call the roll again to determine if you have additional students who wish to add the class. Follow the same procedure of recording the names, providing the course code, and giving reasonable amount of time to add.
7. When your class is filled, you simply clear any students from the wait list and click the “Close” button.

Here’s what the student does:

1. The student attends class to request instructor permission to add.
2. The student is provided the course code by the instructor.
3. Immediately follow class, or as soon thereafter as possible, the student must call the STAR system (476-7997) or use the Internet (www.deltacollege.edu) to get on the wait list you have cleared.

**What happens if I have more students who want to add than I have room in class?**

Instructors have different ways of determining what students are allowed to add the class. Some do a lottery, and some do a first-come, first-serve method. Some are able to move to a larger classroom by working with their Division Dean.
Whatever your method, simply record the names of the students you have elected to add to class. Then when that student’s name appears on your Wait List Roster, click ADD and the student is enrolled. Simply DROP any students who appear on the Wait List Roster that you have not approved for add.

**How does a student know that my class is still open to register?**

Your class information shows on the Schedule of Classes that it *outside* of online registration. It shows the current status of the section. If it is full, it will say “section is full.” If not, then no notation appears, and students will know that it is still available for potential add-in registration. Once you CLOSE your class, it will show as “section is full.”

**Can I still use Instructor Add Memorandum forms?**

Yes. It is up to you whether you want to use the Wait List paperless registration process, or use an Instructor Add Memorandum form to add students, or a combination of wait list and Instructor Add Memorandum forms.

**What is the advantage of the Wait List registration process?**

There are several advantages to Wait List Registration.

- First, students are added immediately when you click the ADD button. There is no turn-around time involved.

- Second, students who do not meet your course prerequisites, have time conflicts, have holds, or do not have an active application on file cannot add to your wait list. That means that you won’t have any “edits” to deal with as when an Instructor Add Memorandum gets rejected. You simply tell the students, “If you get on my wait list, I can register you in the class. If not, you’ll have to find another class.”

**What if a student says he or she is having a problem getting on the Wait List Roster?**

Be sure to remind students that assistance is provided by the STAR operators for students having problems with registration. In some cases, students will not be allowed to register for your class, (e.g. do not meet prerequisites, have holds, etc.). But, if the student qualifies for the class and is having a problem, the STAR operator can help. The STAR operator number is 476-7901.
How long is my Wait List Roster open?

Wait List Rosters are open until the last business day before census when it will close automatically, OR you can also CLOSE your Wait List Roster when you class fills by clicking the CLOSE button.

If I am having problems with my Wait List Roster, who do I call?

- Toni Sotelo at 954-5636, tsotelo@deltacollege.edu;
- Karen Sea at 954-5728, ksea@deltacollege.edu;
- me at 954-5635, cmooney@deltacollege.edu.

What if I get an “edit” when I click the ADD button?

Some students will incur holds after they have been allowed to get on your wait list. This occurs because of early registration, non-payment of fees, or other administrative holds. If you get an “edit,” please do the following:

1. Print the edit.
2. Provide the edit to the student.
3. Drop the student from your wait list.
4. When the “edit” is cleared, the student may get back on your wait list, or you can submit an Instructor Add Memorandum.

Please note: Students who are not officially enrolled in class, may not continue attendance. Please exit them from your classroom after allowing a very minimum time to clear an edit and re-add.

Online Payments

At long last, we have upgraded our software and will be testing online payments in June with an projected availability date of July 5th. This will allow students to pay fees online using a Visa or Mastercard.

Currently, students may pay fees via the Student Telephone Assisted Registration program (STAR) by calling 476-7997. Online payments simply provide another option for fee payment. Fees are due at the time of registration and a hold is placed on student records after census.

Warning: DO NOT allow students who are not officially enrolled in your class to continue to attend. All students must be successfully added to class no later than the last business day before the census date.
Finally, I have wonderful news about our roster system that will be implemented in the fall term, so watch for the What’s New for Fall 2006 letter which will come approximately one week before classes begin.

Thank you all for you wonderful service to our students, and please remember that Admissions & Records is ready to assist you in whatever way we can. Please feel free to visit our office in Holt 101 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or the e-Services Lab between the hours of 7:00 a.m. to 8:00 a.m. Monday through Friday, and 5:00 p.m. to 7:00 p.m. Monday through Thursday.

Sincerely,

Catherine Mooney
Director of Admissions & Records

/crm