

## **Schedule Adjustment Process**

**Electronic Wait List:** All courses will have an electronic wait list in the spring 2012 semester. The wait list will “hold” up to 5 students and will remain active until the day before classes start. Faculty will have the option of making a copy of the names of students who are on the wait list before classes start.

**Capacity Over-ride:** During the first week of classes, students may continue to register on-line for classes that still have seats available. If a course section is at capacity, faculty will have the option to add students during the first week only, using a Schedule Adjustment Form. **Students will have 3 business days to deliver the form to OES.** (This same form may be used to allow student’s access to register for courses where “permission of instructor” may be an option or requirement. See next topic: Waiving Course Prerequisites and Permission of Instructor.)

**Waiving Course Prerequisites and Permission of Instructor:** Department Chairs will have access to waive course prerequisites on-line through the first week of classes. During the first week of classes, a department chair or an instructor may sign the prerequisite override on the Schedule Adjustment Form for classes where “permission of instructor” is indicated in the course description section of College Catalog. Students will have 3 business days to deliver the form to OES.

**Verification of Enrollment:** All faculty members will be requested to complete the Verification of Enrollment during the second week of classes. (This will allow evening classes that meet once per week to have two class meetings before reporting is required.) The Verification of Enrollment is used to verify that students are enrolled, and are attending or have contacted their instructor. It is also used to identify students who have failed to attend class or contact their instructor; these students are therefore reported as a “No Show.” In the spring 2012 semester, Verification of Enrollment will be open for reporting starting January 30, 2012. Faculty should be encouraged to complete VOE reporting by February 8, 2012.

Starting in the spring 2012, students marked “no show” will be sent an email which contains a “re-registration form.” Thus, in cases where a student was erroneously marked as a no show, the student will print the form they were sent and bring it to their next class meeting. The instructor will have the option of adding the student back into their section. Students will have 3 business days to deliver the form to OES.

Any student whose name does not appear on the class roster should be referred to the Office of Enrollment Services.