1 **SAN JOSÉ STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**   **AS 1787**
4 **December 7, 2020**
5 **Final Reading**
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9 **POLICY RECOMMENDATION**
10 **Adding Classes After Advance Registration**
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12 **Rescinds:**   S93-7
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14 **Effective:**   Immediately
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16 **Whereas:**   SJSU has historically used the waitlists only up to the end of Advance
17   Registration, and
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19 **Whereas:**   Faculty spend a significant amount of time managing student enrollment
20   after Advance Registration through the use of permission codes that
21   would be alleviated with an improved waitlist process, and
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23 **Whereas:**   Automated waitlists provide clarity and consistency in enrollment
24   procedures for students and faculty once the semester begins, and
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26 **Whereas:**   Improved waitlist processes will assist departments and colleges in
27   enrollment planning, and
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29 **Whereas:**   Graduating seniors have been granted priority for enrollment after
30   Advance Registration in earlier policies and that priority must be
31   maintained in an automated waitlist process, therefore be it
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33 **Resolved:**   That S93-7 be rescinded and the following be adopted.
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35 **Rationale:**   In Fall 2020, the university piloted using the waitlists after advance
36   registration. A manual process of accommodating graduating seniors who
37   were on waitlists was implemented. As a result of the positive outcomes
38   reported through a survey sent to department chairs, faculty, and advisors,
39   the university has taken steps to automate the prioritization of graduating
40   seniors. The process should be complete for Spring 2021 for graduating
41   seniors, but additional time will be necessary to incorporate graduating
42   graduate students in the process.

POLICY RECOMMENDATION
Adding Classes After Advance Registration

When demand for a course exceeds the enrollment cap for the course, students who wish to enroll may place themselves on a waitlist. When a department elects to use waitlists to automatically enroll courses, students who are on the waitlist will be automatically enrolled up to the enrollment cap of the course should a space become available.

Departments, in consultation with the Office of Undergraduate Education and/or the College of Graduate Studies, may opt out of using waitlists for select courses both during Advance Registration and after the term begins.

Waitlists will remain active for 9 days from the first day of instruction for the semester and will continue to automatically enroll courses to their enrollment caps from the waitlist. The waitlists will remain active for the Add Period for the Winter and Summer sessions.

The students on waitlists will primarily be ordered based on the date a student signed up for the waitlist, though the waitlists will be adjusted to give priority to graduating seniors and graduating graduate students. Due to this adjustment, a student's position on the waitlist may change over time.

Graduating seniors will be given priority to enroll in courses from the waitlists. Graduating seniors are defined as those who have an approved graduation application on file for the current term or the subsequent two terms, including the summer term. Graduating seniors will be moved to the top of waitlists on an ongoing basis, both during Advance Registration and after the term begins.
- Graduating seniors must have an approved graduation application on file for the current or subsequent two terms, including summer term, in order to be moved to the top of the waitlist.
- Graduating seniors must meet all necessary conditions for the waitlist.

Graduating graduate students will be given priority to enroll in courses from the waitlists. Graduating graduate students are defined as those who have an approved candidacy form on file for the current term or the subsequent two terms, including the summer term. Graduating graduate students will be moved to the top of waitlists on an ongoing basis, both during Advance Registration and after the term begins. Graduating graduate students will be moved to the top of the waitlists for upper division and graduate level courses with the same standing as graduating seniors.
- Graduating graduate students must have an approved candidacy form on file for the current or subsequent two terms, including summer term, in order to be moved to the top of the waitlist.
- Graduating graduate students must meet all necessary conditions for the waitlist.

88 When multiple graduating students are moved to the top of the list, they will be ordered
89 based on the time they signed up for the waitlist.
90
91 Waitlists will be used to automatically enroll a course up to the enrollment cap. Students
92 who are on the top of waitlist may not be enrolled if they are not able to satisfy all
93 necessary conditions. These conditions may include the following:
94   • Waitlisted students will not be enrolled if they are enrolled in another section of
95   the course.
96   • Waitlisted students will not be enrolled if they have a time conflict with another
97   course.
98   • Waitlisted students will not be enrolled if the additional units will cause the
99   student to exceed any maximum-unit limit that applies to the student, such as
100   first-semester freshman, first-semester-transfer students, or those on academic
101   probation, etc.
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105 **Approved:**   November 30, 2020
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107 **Vote:**   14-0-0
108
109 **Present:**   Chuang, French, Gomez Marcelino, Hill, Jackson (non-
110   voting), Khan, Lee, Leisenring (non-voting), Rao, Sen,
111   Sullivan-Green, Walker, Wilson, Wolcott, Yang, Yao
112
113 **Absent:**   Delgadillo, Sorkhabi, Walters
114
115 **Financial impact:** Some resources will be needed to program the software to
116   manage the new process.
117
118 **Workload impact:**   Workload is anticipated to be eased for faculty at the start of the
119   semester. There will be increased workload for IT to amend the
120   necessary PeopleSoft programs to implement the policy.
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