Fall 2015 Faculty Information

Information on Wait List, Permission Numbers and students not listed on Class Rosters.

Students Not Listed
Students that do not appear on the class roster are not registered and should be provided with a permission number or an add form [http://web.peralta.edu/admissions/files/2011/07/Add-card-12-4-2014.pdf](http://web.peralta.edu/admissions/files/2011/07/Add-card-12-4-2014.pdf) if you are accepting them in the class. They must use the permission number to enroll online or go to the Admissions and Records to register in person.

*Instructors must continue to check the online class roster to ensure that all students in the class are officially enrolled.

Wait Lists:
When a regular semester class reaches its enrollment capacity during the registration period before classes begin, a wait list is generated. The wait list capacity is 33% of the class size maximum (e.g., if the class size maximum is 30, then 10 students can be waitlisted). A process runs hourly and automatically enroll students in classes from the wait lists as seats become available. If a student currently enrolled in your class drops, the first eligible student on the wait list will automatically be enrolled during the hourly Wait List Process. Unfortunately, if there is an opening in the class before the hourly process runs, it is possible for a student who is not on the Wait List to enroll through Passport. The Information Technology Dept. (IT) and A&R have been working on a process to prevent this. The day before classes begin, the nightly process stops running freezing the Wait Lists. Faculty can view the wait lists for their classes any time before classes start, from the class roster in the faculty center (Enrollment Status drop down—select Waiting).

An email is sent to the student’s preferred email account notifying them when they have been moved from the wait list to enrolled status. The system prevents students from moving off the Wait List to enrolled status if any of the following apply:

- Requisites for the class have not been met
- Class time conflicts with another class in which the student is enrolled
- There are holds on the student’s record
- The class units exceeds the maximum units allowed

Students wishing to add a class that has reached enrollment capacity will need to attend the first class meeting and get a permission number from the instructor.

Permission Numbers:
Permission Numbers will be valid through the last day to add classes, September 6, 2015. Permission numbers will be available to instructors in their faculty center starting August 21, 2015. However be aware that Wait Lists are continuing to run through Sunday August 23. You should wait to provide permission numbers until the first day of class.

If instructors want to add students to a closed class who are not listed on the class roster, they must issue permission numbers to those students. Students can enroll through Passport using the permission number or they may go to the Admissions & Records office. You may also sign add forms to allow students to register in your class.

Census Roster Changes:
A change in process has been made to the date that the census and attendance verification rosters are available. The change was needed to accommodate student’s enrollment for financial aid purposes, to report apportionment correctly and to meet Title 5 regulations. This
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means that Census Day is for reporting purposes only and students cannot be added on census day or on a later date. Effective since late spring 2015 both the census and attendance verification rosters are available seven days prior to the due date and the rosters are due online the day before Census Day by 11:59 p.m.

Important Census Rosters Information:
1. Regular term, 8W1, 8W2, Intersession and DYN term classes longer than 2 weeks: census rosters will be available 7 days prior to census day and will expire at 11:59 p.m. the day before Census Day.

2. DYN term classes 2 weeks or less: census rosters will be available 2 days prior to census day or the first day of class for classes that only meet 2 days or less. Census rosters will expire at 11:59p the day before Census Day.

Instructors are able to see the roster’s due date on their Faculty Center. We will be sending Faculty via FAS. You may also call our office so that we can answer your questions and assists you as needed.

New Faculty Resource:
We have also created a Faculty Resource webpage that has a lot of great information. We have added a section of “FAQs” which you may find informative. Follow link http://web.peralta.edu/studentservices/faculty-resources/

Upcoming Important Dates:
The following dates have been checked for accuracy

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6 SU</td>
<td>Last Day to Drop Regular Session Classes and Receive A Refund</td>
</tr>
<tr>
<td>September 6 SU</td>
<td>Last Day to Drop Regular Session Classes Without a “W” Appearing on Transcripts</td>
</tr>
<tr>
<td>September 6 SU</td>
<td>Last Day to Add Regular Session Classes</td>
</tr>
<tr>
<td>September 8 T</td>
<td>Census Day – Instructors Verify Enrollment in Classes</td>
</tr>
<tr>
<td>September 14 M</td>
<td>Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes</td>
</tr>
<tr>
<td>November 14 S</td>
<td>Attendance Verification Day – Instructors Verify Enrollment</td>
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