

Proposal: Changes to Waitlist and Registration Protocols

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Request for Guided Pathways Support:

A formal motion of support to pursue the reforms below with the Academic Senate, Administrators, and appropriate staff in Instruction and Admissions & Records.

Proposed Changes:

1. **Allow students to enroll immediately** after receiving registration permission from faculty.
 2. **Keep waitlist status visible to students** until the end of the first week of classes.
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Arguments for Enrollment Protocol Reform

Current Protocol:

- Students cannot enroll in a full section—even with faculty permission—until the first class session is held.
 - *Additional Problem:* Students adding courses with co-requisites cannot register until both classes have met.
- Issues caused by this system:
 - Confuses newer students and part-time faculty.
 - Reduces total FTES due to inefficient registration.
 - Delays student access to section resources (e.g., Canvas) for late enrollees.

Proposed New Protocol:

- Allow immediate enrollment with faculty permission **before** the semester begins.
- Benefits:
 - Reduces confusion.
 - Captures FTES more efficiently.
 - Enables faculty chairs to track and respond to enrollment trends.
 - Allows faculty to strategically over-enroll if desired, so they can focus on teaching instead of managing enrollment.
 - Ensures students have access to course materials from day one.
 - Improves Week 1 curriculum efficiency.

- Reduces instances of students falling behind at the start of the semester.
 - Provides more time to resolve placement issues in Math and English.
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Arguments for Waitlist Protocol Reform

Current Protocol:

- Waitlist status **disappears for students** 48 hours before the first class session (though faculty and staff can still see them).
- Issues caused by this system:
 - Confuses newer students and part-time faculty.
 - Increases traffic in Admin 100:
 - *"I was told to go to class on the first day, but now I don't know what I signed up for or where it is!"*
 - Erodes student trust in the college's enrollment process.

Proposed New Protocol:

- Keep waitlist status **visible to students** until the end of the first week of classes.
- Benefits:
 - Reduces confusion.
 - Eases the workload for Admissions & Records staff. (*Silvia Romo, Raquel Villa, Kathryn Jaramillo, and Julie Ulloa are beyond ready for this change!*)
 - Increases transparency in campus processes.

Arguments Against New Protocols:

- None? It provides students better access and transparency, provides administrators with more FTES, scheduling tools, and fraud detection opportunities, and provides faculty with more enrollment management tools. If a faculty doesn't want to change anything from the way waitlist/registering is currently done, they can simply do nothing—which is what they can do now, anyway.

*ChatGPT aided me with formatting and sentence clarity.