



# Chabot-Las Positas Community College District Finding Waitlist Information Online from Faculty Rosters

Revised 10/21/2011

## To view waitlisted students during the registration period (before the first day of class):

**Click on "Faculty Class Roster" before the start of your class to view your class roster and students on the waitlist.**

Report produced 18-MAY-11 for [class details]

Registered students appear in the top section of the Faculty Class Roster.

Students on the waitlist appear below the registered students in waitlist order.

Waitlist Order	Student ID	Student Name	Notification Expires	Prio Num	Email Address
1	W	[Student Name]	[Expiration]	[Priority]	[Email]

Avail Add Auths

## To view waitlisted students up to 48 hours BEFORE the first day of class:

Please note: Accessing the Opening Day roster within 48 hours prior to the first day of class CLOSSES the waitlist and generates Add Authorization Numbers. See reverse for procedures for adding students on the first day of class.

**Click on "Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)" up to 48 hours prior to the start of your class to access the Opening Day drop roster and generate Add Authorization Numbers.**

**Select "Opening Day Roster"**

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Registered students appear in the top section of Opening Day roster.

Students who remain on the waitlist when Add Authorization Numbers are generated appear below the registered students in waitlist order.

Waitlist Order	Student ID	Student Name	Notification Expires	Prio Num	Email Address
1	W	[Student Name]	[Expiration]	[Priority]	[Email]
2	W	[Student Name]	[Expiration]	[Priority]	[Email]

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Add Authorization Numbers appear below the list of waitlisted students.

(See reverse for instructions on obtaining waitlist information.)

**Procedures for faculty wishing to CLOSE their waitlists & generate add authorization numbers:**

- Faculty may access their rosters and generate add authorization numbers as early as 48 hours prior to the start of instruction, which triggers the closing of the waitlist.
- Students who have been notified that a seat has become available and have not yet registered will get a reminder email to take action prior to the start of instruction.
- Students still on the waitlist prior to the first day of instruction will receive a reminder email that they must show up on the first day of class to receive an add authorization number.
- If, after instruction begins, an instructor wishes to add more students into the course, students on the waitlist who are present on the first day of instruction will be added first in the order they appear on the waitlist.
- Once the waitlist is exhausted, an instructor can give add authorization numbers to students based on priority numbers, as is the current procedure.
- The number of adds is determined by the instructor; the waitlist and priority numbers only establish the order by which students are added.
- Students who remain on the waitlist once instruction begins will need to be present on the first day of class in order to receive an add authorization number.