

3.14.5
CLASS WAIT LISTS
ADOPTED: JUNE 9, 2009

It shall be the policy of the Sonoma County Junior College District to develop and implement regulations governing class wait lists. Departments, in consultation with the supervising administrator, will determine the appropriate number for their department wait lists and communicate that information to the Vice President of Academic Affairs and the Scheduling Office.

Class wait lists are intended to facilitate the priority registration process by allowing students the ability to be added to the wait list once a class has closed if/when additional spaces open due to other student drops. No students on the wait list shall be dropped until the class size maximum is reached. Students who have registered on a wait list have priority over students who have been given an add code by the instructor.

All faculty within a department are required to maintain these wait list regulations. Any individual class exceptions to set department wait lists must have prior approval from the Vice President of Academic Affairs.