SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192

F20-1, University Policy, Adding Classes After Advance Registration

Rescinds: S93-7

EFFECTIVE IMMEDIATELY

Legislative History:

At its meeting of December 7, 2020, the Academic Senate approved the following policy recommendation presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee. University Policy F20-1 was approved and signed by President Mary A. Papazian on December 8, 2020.

At its meeting of April 19, 2021, the Academic Senate approved Amendment A to University Policy F20-1. On April 26, 2021, President Mary A. Papazian approved and signed Amendment A to University Policy F20-1. Amendment A is incorporated into the policy below.

At its meeting of November 7, 2022, the Academic Senate approved Amendment B to University Policy F20-1. On November 28, 2022, Interim President Steve Perez signed and approved Amendment B to University Policy F20-1. Amendment B is incorporated into the policy below.

Whereas: SJSU has historically used the waitlists only up to the end of Advance Registration, and

Whereas: Faculty spend a significant amount of time managing student enrollment after Advance Registration through the use of permission codes that would be alleviated with an improved waitlist process, and

Whereas: Automated waitlists provide clarity and consistency in enrollment procedures for students and faculty once the semester begins, and

Whereas: Improved waitlist processes will assist departments and colleges in enrollment planning, and

Whereas: Graduating seniors have been granted priority for enrollment after Advance Registration in earlier policies and that priority must be maintained in an automated waitlist process, therefore be it

Resolved: That S93-7 be rescinded and the following be adopted.

Rationale: In Fall 2020, the university piloted using the waitlists after advance registration. A manual process of accommodating graduating seniors who were on waitlists was implemented. As a result of the positive outcomes reported through a survey sent to department chairs, faculty, and advisors, the university has taken steps to automate the prioritization of graduating seniors. The process should be complete for Spring 2021 for graduating seniors, but additional time will be necessary to incorporate graduating 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 through the seventh business day after the first day of instruction for the semester as indicated by the SJSU Academic Year Calendar and will continue to automatically enroll students from waitlists up to course enrollment caps. The waitlists will remain active only for the Advance Registration 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 an active program and at least 21 units completed. 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 an active program and at least 21 units completed, in order to be moved to the top of the waitlist.
- Graduating graduate students must meet all necessary conditions for the waitlist.

When multiple graduating students are moved to the top of the list, they will be ordered based on the time they signed up for the waitlist.

Waitlists will be used to automatically enroll a course up to the enrollment cap. Students who are on the top of waitlist may not be enrolled if they are not able to satisfy all necessary conditions. These conditions may include the following:
- Waitlisted students will not be enrolled if they are enrolled in another section of the course.
- Waitlisted students will not be enrolled if they have a time conflict with another course.
- Waitlisted students will not be enrolled if the additional units will cause the student to exceed any maximum-unit limit that applies to the student, such as first-semester freshman, first-semester-transfer students, or those on academic probation, etc.

Approved: November 30, 2020

Vote: 14-0-0

Present: Chuang, French, Gomez Marcelino, Hill, Jackson (non-voting), Khan, Lee, Leisenring (non-voting), Rao, Sen, Sullivan-Green, Walker, Wilson, Wolcott, Yang, Yao

Absent: Delgadillo, Sorkhabi, Walters

Financial impact: Some resources will be needed to program the software to manage the new process.

Workload impact: Workload is anticipated to be eased for faculty at the start of the semester. There will be increased workload for IT to amend the necessary PeopleSoft programs to implement the policy.