

INTEROFFICE MEMORANDUM

To: Instructors
From: Office of the Registrar
Subj: Class rosters

Instructors have electronic access to their class rosters 24/7 through WebAdvisor. The electronic rosters are real-time, that is, they display up-to-the-minute information. It is preferable to use them instead of paper rosters, although paper rosters are available as an alternative from your departmental administrative assistant or from the Registrar's Office.

Please take a moment to read the following rules and procedures regarding class enrollment and attendance. There may be more information here than you need or want, but questions about these items arise with sufficient regularity that we believe it is worthwhile to delve into some detail.

1. *Official enrollment:* All students on a roster are officially registered and are entitled to attend.

2a. *Adding a student to the class:* Any student who is sitting in the class but is not on the roster must receive your permission to officially "add" the class. This permission is given by signing the student's "Add/Drop" form. Please understand that your signature entitles the student to be registered in the class, regardless of the class "capacity" as set by your department head or any other enrollment restriction (such as, "majors only"). In other words, your signature means more than "I agree to let them in the class if there is still room"; it means "I wish to add this student to my class."

2b. *Priority for adding:* As of the first day of classes, the signature of the instructor is required for a student to add a class, regardless of whether the class is open or closed in terms of capacity. Each instructor decides who is allowed to add the class. Liberal Arts classes that participated in electronic wait listing should consider a student's placement on the wait list, but that does not need to be the sole consideration. For others, a first-come-first-in system may be used, as might be some other method with which the instructor is comfortable. Some instructors or departments control entry to classes by keeping their own waiting lists. *When deciding which additional students get into the class, bear in mind that a matriculating RISD student must be given enrollment priority over a special student (i.e., a non-degree seeking student who attends RISD for one class at a time) and generally should be given priority over students from Brown, as well.*

3. *Dropping the class:* Students are responsible for dropping their own classes which they can do electronically or by paper form. Students are allowed to drop their own classes using WebAdvisor. They will earn an "F" if they don't drop and if you don't drop them either.

You have the right to drop a student from the class for unexcused absence in two circumstances: (1) if they miss the first meeting of the class; or (2) if they are absent from two or more class meetings at any time during the term. *To drop a student from the class, you must submit a form to the Registrar (blank forms are on our web site), or send some other written notice such as an e-mail (registrar@risd.edu).*

If you do not submit the form or otherwise formally notify the Registrar, then the student remains on your class list (unless they drop the course on their own) and you are required to submit for them a midterm as well as a final grade. During the add/drop period (the first eight calendar days of the school term) you are not required to sign a student's drop form nor is the student required to tell you they are dropping. You are expected to view your roster on WebAdvisor to see who may have dropped the class.

4. *Revised class lists:* Revised class lists are continuously available to you via WebAdvisor. Paper copies are also available upon request the day after the end of the add/drop period. See the department administrative assistant or this office for assistance.