

Managing the enrollment in your class—A guide for instructors

The purpose of this document is to provide you with information about the ways in which students are enrolled in classes and your role and responsibilities for managing that enrollment. Topics covered include registration prior to the start of the semester, waitlisting, and enrollment once the semester has begun.

Registration

Your course is established in the database with a registration method determined by your department head. You may or may not have been involved in that determination. The initial registration methods are defined below and the one which applies to your course is listed at the end of the course description in WebAdvisor (or the Course Announcement). The initial registration methods are in force from pre-registration (the period when students are placed into courses by departments or the Registrar) up through one week prior to the start of the term. Registration closes several days prior to the start of the term. You manage your class enrollment once the term begins according to the section below entitled "Once the Term Begins—The Add period."

Initial Registration Methods:

- *Courses require enrollment behind the scenes by the department offering the course.* The course is not available for registration by students via WebAdvisor. Almost all courses required in the major or for the program are registered using this method, undergraduate as well as graduate. First year courses in Foundation Studies and fall first year courses in Liberal Arts are also registered using this method. Individual faculty may not enroll students until the semester begins.
- *Course available to students via self-service registration using WebAdvisor.* The course may or may not have enrollment restrictions, such as majors only or graduate level only. Most courses in Liberal Arts use this registration method, as do many department electives which are open only to majors. Also, most courses in Wintersession.
- *Courses requiring instructor or department permission* require manual intervention by the department or the Registrar's Office to enroll the student. Permission is granted by faculty by email or on a signed "add" form.

Waitlisting

The electronic waitlist process in WebAdvisor automates the capture of a waitlist and contains a workflow which permits students to register in a fair and orderly manner if a seat opens up. During the registration period, an electronic waitlist relieves faculty from involvement in the course enrollment process.

Rules for electronic waitlists.

- *Creating a waitlist for a course*
 - The department must have authorized the course to be waitlisted. (To maintain uniformity and have a consistent practice which is widely understood, we are moving away from individual authorizations and towards a procedure in which every course available for registration on WebAdvisor will be set up to automatically use the waitlist functionality.)
 - The course must be at full capacity before a waitlist roster will open up.

- The course must be setup to be available for student self-service registration on WebAdvisor. If not, WebAdvisor waitlists are not available.
- *How a student gets on a waitlist*
 - The student's registration appointment time must be met.
 - The students must meet the course eligibility requirements. For example, if a course is restricted to a certain major, then only a student in that major will be able to add their name to the waitlist; a nonmajor will not be able to do so (course descriptions contain eligibility requirements)

How students register from the waitlist

- Once on the waitlist, if a seat becomes available, the next person on the waitlist is notified via RISD email that he/she has permission to register for the class within a certain time frame. At the end of that time, if the student has not registered, the opportunity to register will be removed and offered to the next person on the waitlist, and so on. This process is all electronic via WebAdvisor.

When waitlists end

- The electronic waitlist process shuts down the week before classes begin. The names on the list remain available to the instructor on WebAdvisor. Once the semester begins, the instructor has control over access to remaining seats and the methods used for choosing who will fill those seats. See below for more information.

Note:

Faculty teaching a course with electronic waitlists may be contacted by students who want to register and are qualified to take the course, but cannot get on the waitlist because they don't meet the posted course requirements (e.g. the student is not a major, or they have not fulfilled a prerequisite requirement, or they are student from Brown trying to cross-register). Restrictions such as "majors only" may be placed on a course to allow departments control over seats (in order to ensure that majors get first crack in required courses). Once majors are accommodated, seats can be available to others.

To handle these inquiries from students there are several suggestions: (1)inform students there is no list other than the electronic one and they should show up on the first day of class to see if they can get in; (2)ask them to submit qualifications in advance for your review and then have them show up the first day to see if there is room.

For courses that require instructor or department permission, it is up to the faculty member to work with their department about waitlist creation and management.

For courses that are not available for self-service registration on WebAdvisor, it is up to the faculty member to work with their department about waitlist creation and management.

Once the Term Begins–The Add Period

The electronic waitlist process shuts down the week before classes begin. The names on the list remain available to the instructor on WebAdvisor. Once the semester begins, the instructor has control over access to remaining seats and the methods used for choosing who will fill those seats. On the first day of

class, there may be students who are not on your class roster who wish to enroll. Information to guide you in dealing with this situation follows.

- Students no longer have access to add a class via WebAdvisor. They must use paper "add" forms.
- Any student sitting in the class—but not on the roster—must receive your permission to officially “add” the class. This permission is given by signing an “Add/Drop” form (the student brings this form to you.)
- 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 “There is room and I wish to add this student to my class.”
- Do NOT allow students to remain in the class who are not listed on the official class roster on WebAdvisor. If they have your permission to join the class, send them to the Registrar's Office to properly add the class. Getting the student properly enrolled at the beginning of the semester is important for the student, the college, and for you.

How to decide who is allowed to enroll

- Once school begins, each instructor decides who is allowed to add the class. The only formal RISD rule in making these enrollment decisions is 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 cross-registering from Brown.
- Factors to consider when choosing who can be added to the class might include the following:
 - A student's place on the waitlist
 - A student's class year (seniors before sophomores, perhaps) or level (undergrad vs. grad)
 - A student's expressed interest in the class. Did they write to you beforehand to express interest? Have they told you why they want the class and how it would add to their studies? (you might ask students to write a paragraph about why they want to take this particular class. You could even do this ahead of time by emailing the top students on the waitlist, if there is one or if you are keeping your own)
 - Factors which, in your opinion, will differentiate the students vying to get in in some reasonable and meaningful way
 - Consider adding students beyond the listed capacity in anticipation that one or more students will drop out. You may wish to check with your department head first to see if the department has their own local guidelines about overtallies, even though RISD has no college-wide guidelines.

Once the Term Begins—Managing Course Drops

- Once the term begins, students need your permission to enter the class, but they can drop it on their own. Your class roster on WebAdvisor keeps track of who remains officially in your class. Students have eight calendar days to drop a class.
- Freshmen may not drop or withdraw from either their Foundation Studies courses or their Liberal Arts courses without first receiving permission from the Dean of Foundation Studies, except during Wintersession. Do not sign a drop or withdrawal for a freshmen; send them to the Dean for advice and counseling.

- Beginning with the 9th calendar day of the term, students must notify you if they intend to drop the class. Your signature on the "Course Withdrawal Form" affirms that you have been made aware of the drop.
- Students may withdraw up until the deadline date listed in the academic calendar, a date which is always several days after the midpoint of the term.
- It is academic policy that *instructors may remove a student from class due to unexcused absence*, whenever the student is (a) absent from the first class meeting, or (b) absent from 2 or more class meetings at any time during the semester. Instructors must send the "Faculty Request for Removing a Student from Class for Unexcused Absence" form to the Registrar which documents the dates of absence. The date on which the Registrar's Office receives this form determines whether the student is given a class drop, a grade of "W" or a grade of "F". Check the Academic Calendar for specific dates for a term. For a drop, the form must be received during the add/drop period. For a grade of W, the form must be received after the add/drop period but during the withdrawal period. A form received after the withdrawal period will result in the assignment of an "F" grade.
- The policy allowing faculty to remove students from class can be confusing to students who falsely assume that faculty *must* remove students for unexcused absence. Sometimes they have no intention of attending your class (usually because they switched to another class), but they do not take action on their own to drop the class because they believe the faculty will do it for them. It is the student's responsibility to manage their course enrollment, but you will generally be helping a student who has not been attending by filing the form to remove them from your class.