

## WAITLISTING – INFORMATION FOR FACULTY

This document is to provide information to faculty who are required to manage student waitlists for their class. Faculty are required to:

- 1) **Permit all waitlisted students to attend your class if the student has emailed you by the morning of your first class.**
  - Please add the student to your class on Moodle.
  - Moodle is administered through the Teaching + Learning Centre who maintain this [Faculty Moodle Guide](#).
  - To confirm, adding a student to Moodle does not register the student in your class.
- 2) **After your first class, send an email to [aadvising@ecuad.ca](mailto:aadvising@ecuad.ca) to confirm names of all students on your waitlist that attended the first class**
  - It is critical you submit this attendance information asap to speed up the waitlisting process and to facilitate registration of students trying to finalize their course schedule. There is a significant level of work that must happen between Student Services and Academic Scheduling to manage all waitlisted students.

### **Deadlines:**

The add/drop deadline is **SEPTEMBER 10, 2024, at 11:59pm PDT. All waitlists will be closed after the deadline.**

**On September 11 – Faculty should remove from Moodle all students who are not on the roster of registered students.**

### **Additional Information:**

Increasing class size: Faculty must get permission to increase class size from their dean. Please email your request to the dean and cc [advising@ecuad.ca](mailto:advising@ecuad.ca).

Waitlists on your rosters are not in order. Students with active 'permission to register' status will actually be shown at the **bottom** of your list. **Please refrain from telling individual students you will make a spot for them as this requires a dean's approval.**

**For students who are registered but did not attend class:** Please send them an Academic Check-in through the [Support Messaging System](#) on your MyEC dashboard. Students are expected to manage their own registration and Student Services will not remove a registered student from a class. They must do this themselves.

If you need further clarification on any of these instructions, please email [advising@ecuad.ca](mailto:advising@ecuad.ca).

The following information has been communicated to all students regarding the waitlist process:

- Waitlisted students must email the instructor **the day before the first day of the FALL Term**, to confirm their continued interest in the class.
- The email needs to include:
  - their full name,
  - student ID number, and
  - confirm the student is on the waitlist and interested in the class.
- If a waitlisted student has not emailed the instructor by the deadline (midnight the night before the first class) or attended the first class, they are automatically removed from the waitlist.
- Being added to the Moodle list does **not** mean they are registered into the course. **A spot must become available, and they must still register into the course to continue to attend the course after the Add/Drop deadline.**
- Waitlists remain open until the end of the Add/Drop period Sept 10, 2024.
- If a spot opens in their waitlisted class, students will receive an email titled "**Permission to Register**". Once a permission email is received, students must then go to Student Planning to self-register into the permitted course. This permission lasts for 24 hours from the moment the email is sent.
- Once the Add/Drop period ends at 11:59 pm on September 10, 2024, no further Permission to Register emails will be sent, and the course lists are final.
- Students who have not self-registered will be removed from the Moodle list.