

# **Modesto Junior College**

## **Academic Senate Resolution # S17-A**

### **Establishment of Best Practices for Online Waitlist Enrollment**

Proposed by the Distance Education Committee

**WHEREAS** The E-ADD card system requires students to complete additional steps to add an online class beyond what is required in a face-to-face class, resulting in a direct barrier to student access and enrollment;

**WHEREAS** The instructions provided for students about using the E-ADD card system are ineffectively communicated, resulting in confusion and inconsistent use of the system (see attachment);

**WHEREAS** Most online faculty forgo the use of the complicated and confusing E-ADD card system in favor of the PiratesNet waitlist.

**THEREFORE** Be it resolved that the E-ADD card system be discontinued effective Fall 2017 and replaced with the PiratesNet waitlist.

**THEREFORE** Be it resolved that PiratesNet be modified so that students receive a pop-up message describing the waitlist process immediately after adding to the waitlist for any course (see attachment).

**THEREFORE** Be it resolved that PiratesNet be modified to simplify the process of adding students from the waitlist (see attachment).

**THEREFORE** Be it resolved that the Academic Senate recommends, as a best practice, that online instructors send an email describing the add process to all waitlisted students by the Friday prior to the start of class (see attachment).

**First Reading:** February 2, 2017

**Final Reading:** February 16, 2017

**Disposition:** Carried

## Attachments

### **Attachment #1: E-ADD card instructions *currently* sent to MJC students**

#### **Post Registration Message**

studenthelpdesk@yosemite.edu

Wed 9/14/2016 11:59 AM

To: collins4@student.yosemite.edu <collins4@student.yosemite.edu>;

Dear Student:

**PAY 2 STAY!!**

**EFFECTIVE SPRING 2012 REGISTRATION!**

Students who do not have a zero balance at the end of a day, within 10 days of registering for any classes, will be dropped for Non Payment of Fees. Students, who are a California resident and have a current active BOG fee waiver before registering, will not be affected. Students who add a class after it begins will NOT be dropped automatically. It is still ultimately the student's responsibility, to either pay for or drop their classes. For questions about Drop for Non-Payment please visit the link associated with your college:

MJC students:

<http://www.mjc.edu/student-services/business/qa.php>

#### **Columbia students**

[http://www.gocolumbia.edu/student\\_services/DropforNon-Payment.aspx](http://www.gocolumbia.edu/student_services/DropforNon-Payment.aspx)

You have successfully made changes to your schedule. You may now print a copy of your schedule. To add or drop additional classes, please click "Register For Classes" or "Drop Classes" from the student menu. If you are "Waitlisted" for a class, watch your student email in case a seat becomes available, otherwise attend the first class meeting to see if you can obtain an add card from the instructor. You are responsible to either complete or drop your classes. Fees are due upon registration. If you change your mind and you decide not to attend, you should drop prior to the refund deadline date. If you do not drop before the refund deadline date, you will still be responsible for the outstanding fees. Non-payment will block future registration, and your credit may be affected.

#### **Online Class Information/Enrollment:**

If you have ENROLLED in an online class, you can access your class on the first day of the semester, not before, by going to the college's website for MJC or Columbia. Click on the

"Online Courses" icon.

If you have WAIT LISTED yourself in an online class, please do the following: On the first day of the semester, go to the college's website and click on the icon for PiratesNet (MJC) or ConnectColumbia (Columbia), click in "Current Students" and then click in "Electronic Add Card Request (for online classes). Submit the add card. If there are seats available in the class, the instructor will email you the instructions on how to add the class.

For further assistance, please contact the MJC Helpdesk at (209) 575-7900 or Columbia at (209) 588-5385, or contact your college admissions office directly.

Thank You,  
Admissions Office

**Attachment #2: Recommended PiratesNet waitlist pop-up message text**

You are on the waitlist for one or more fully online classes. The waitlist is NOT a guarantee that you will be added into the class. If a space in the course should open prior to the first day of the start of the term you will receive an email message (on your student email) that gives you the ability to add the course. Be aware that you will only have five days to add the class once the email is sent.

If you do not receive an email from the instructor by the end of the first day of the course, contact that instructor immediately to determine if there is space in the class.

**Attachment #3: Improvements to the PiratesNet waitlist**

The Academic Senate recommends investigating the ability to add students from the waitlist within PiratesNet rather than through an external email. This may include a similar interface as the tutoring referrals.

**Attachment #4: Recommended content for online instructor email**

You are currently on the waitlist for my [ ] course at Modesto Junior College. If a spot becomes available in the course within the first two weeks of the semester, I will send you a follow-up email containing the code to add the class. Please login to your MJC email account every day for the first two weeks of the semester to look for this email.

If you are no longer interested in the course, please remove yourself from the waitlist on PiratesNet (<http://piratesnet.mjc.edu>). Keeping the waitlist up-to-date ensures that I can add interested students to the course.