**Instructor Options:**

1. **Status Quo** - Online instructors can take no action regarding their waitlists. This default condition will result in no student adds to your roster from the waitlist before or after the start of class.
   1. To add students from the waitlist during the first two weeks of class, follow the add process as described in ***the Faculty Use of WebAdvisor for Adding Waitlisted Students*** slideshow.
2. **Instructor-Managed Waitlist** - CR online Instructors can give **students permission to add from the waitlist** at any time after the waitlist is populated and before census by using the regular waitlist add process as described in ***the Faculty Use of WebAdvisor for Adding Waitlisted Students*** slideshow. By adding your students early you ensure that online students have the same timely access to the information and resources needed to be successful in an online course as their counterparts in a face-to-face course.
   1. **Please note**: students need to be notified by email that they have been given permission to add the class. The must complete the registration process to be enrolled in the course.
3. **Auto Fill from Waitlist** - The DE Department has also developed an **online waitlist survey** process that allows online instructors to add 5 or 10 students from the waitlist to the class roster prior to the first day of term. Instructors have the option to leave the waitlist open or close the waitlist.
   1. **Please note** that by submitting the online waitlist form and adding students from the waitlist to your course roster, you will enroll the course beyond the course cap. You are taking a chance that the number of waitlisted students you add over your course cap will be offset by the typical (higher) number of drops in an online course.
   2. The Online Waitlist Form will be sent to all DE faculty by the DE administrative assistant. Faculty that submit the form will automatically have the specified number of students ***over the cap*** added to their course and can leave the waitlist closed or open a new wait list for students after the rollover. This form can also be used by faculty to add students who are not on the waitlist to their course before the semester starts.
   3. The waitlist survey form will be **due two weeks before the semester starts** and should be fully processed in a week. This ensures that students will have Canvas access and time to order books before class starts. Once the forms have been processed students will be notified by email that they are enrolled in the course. Faculty that miss the deadline for collection and processing will still be able to process there waitlists using the regular waitlist add process as described above.
   4. Faculty may opt for a new waitlist for the course after the rollover, but to do so must specify the number of students allowed on the waitlist. For example, if 6 people are on the waitlist and 5 of them are rolled over into a class, then the instructor could specify a new waitlist of 5 which would leave 1 student on the waitlist and 4 waitlist spaces remaining. If you are using the waitlist form, the process includes the following:
4. **DE Online Waitlist Roll Over Form**
   1. The DE administrative assistant sends out an email reminding online instructors of their options and includes a link to the online form.
   2. Faculty that wish to auto-enroll students from their waitlists to their course rosters fill out and submit the form (Due 2 weeks before the term start).
   3. The DE administrative assistant compiles the online waitlist information provided and forwards it to Registration (at this time Shereen) who will process it at least one week before classes start.
   4. Registration adds the specified number of students from the waitlist to the roster, closes or adjusts the waitlist for that section and registers any new students not on the waitlist.
   5. Registration contacts student services who then notifies students that they have been registered in the course.

Instructors who have not filled out the form or have missed the deadline will need to use the regular add process (link) logging in to WebAdvisor, adding student ID numbers and informing students that they need to log in to WebAdvisor and accept the course. If you need any assistance with the online waitlist rollover process please contact your Instructional Tech or DE Faculty Coordinator ([Redwoods Online](https://www.redwoods.edu/online)).