

SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192

F20-1, University Policy , Adding Classes After Advance
Registration

Rescinds: S93-7

EFFECTIVE IMMEDIATELY

Legislative History:

University Policy F20-1. On April 26, 2021, President Mary A. Papazian approved and signed MUniversity Policy F20-1. On November 28, 2022, Interim President Steve Perez signed and approved Amendment B to University Policy F20-1. Amendment B is incorporated into the policy below.

Whereas:83 0 JaTt83 0 J 5Tc 0 Tw4.53 0 Td ()Tj 0.002 Tc -0.005 Tw1.53 0 Td[(S)2.3 Tw (Td[(S3-N
Registration, and

Whereas: Faculty spend a significant amount of time managing student enrollment

Whereas: Graduating seniors have been granted priority for enrollment after Advance Registration in earlier policies and that priority must be maintained in an automated waitlist process, therefore be it

Resolved: That S93-7 be rescinded and the following be adopted.

POLICY RECOMMENDATION

When multiple graduating students are moved to the top of the list, they will be ordered based on the time they signed up for the waitlist.

Waitlists will be used to automatically enroll a course up to the enrollment cap. Students who are on the top of waitlist may not be enrolled if they are not able to satisfy all necessary conditions. These conditions may include the following:

- x Waitlisted students will not be enrolled if they are enrolled in another section of the course.
- x Waitlisted students will not be enrolled if they have a time conflict with another course.
- x Waitlisted students will not be enrolled if the additional units will cause the student to exceed any maximum-unit limit that applies to the student, such as first-semester freshman, first-semester-transfer students, or those on academic probation, etc.

Approved: November 30, 2020

Vote: 14-0-0

Present: Chuang, French, Gomez Marcelino, Hill, Jackson (non-voting), Khan, Lee, Leisenring (non-voting), Rao, Sen, Sullivan-Green, Walker, Wilson, Wolcott, Yang, Yao

Absent: Delgadillo, Sorkhabi, Walters

Financial impact: Some resources will be needed to program the software to manage the new process.

Workload impact: Workload is anticipated to be eased for faculty at the start of the semester. There will be increased workload for IT to amend the necessary PeopleSoft programs to implement the policy.