

Quick Guide: Faculty Add Auth Codes & Waitlist New Process

Key Takeaways From Training Sessions

- **New Process:** The waitlist is now fully automated and closes on the first day of class. After that, all adds require a faculty-issued add code.
- **Student Risk:** Students who miss the 24-hour registration window after receiving a waitlist notification are automatically dropped and sent to the back of the line.
- **Capacity Overrides:** Add auth codes can override class capacity. However, this is discouraged as it bypasses the waitlist, creating student confusion and frustration.
- **Admin-Generated Codes:** Faculty cannot generate add codes. Department admins will create them, and faculty will distribute them via the Detailed Schedule Display in Faculty Self-Service.

Training Topics

1. New Waitlist Process

- **Effective Term:** Summer 2026 registration.
- **Mechanism:** A first-come, first-served queue for full classes.
- **Student View:** Students see their waitlist position and status in their registration portal.
- **Notification & Registration:**
 - When a seat opens, the next student in line receives an email notification.
 - They have 24 hours to register directly in the portal (no code needed).
 - The 24-hour window applies to weekends.
- **Waitlist Closure:** The waitlist closes on the first day of class. All adds after this point require an add code.

2. Add Codes (Registration Authorization Codes)

- **Purpose:** The sole method for adding students after the waitlist closes.
- **Faculty Access:**
 - Path: BearCub Hub → Faculty Self-Service → Active Course Assignments → Detailed Schedule Display.
 - Faculty can view and distribute codes but cannot generate them.
- **Admin Role:** Department admins will generate codes.
 - Rationale: This centralizes control, preventing fraudulent registration.

- Goal: Generate enough codes per CRN (e.g., 30–50) to minimize admin workload.
- Distribution: Faculty can email codes to students directly from the waitlist view.

3. Faculty Workflow & Best Practices

- Waitlist View: The Waitlisted Students tab in Faculty Self-Service shows student positions and notification statuses.
- Capacity Management:
 - Problem: Add auth codes can override class capacity, bypassing the waitlist.
 - Impact: This creates confusion for students who see their waitlist position but don't receive a notification.
 - Recommendation: Increase the official class capacity instead of overriding it with add auth codes.
- Prerequisite Enforcement:
 - Rule: Students cannot waitlist for a course without meeting its prerequisites.
 - Exception: Students currently enrolled in a prerequisite at SRJC can waitlist for the next course in the sequence.