

4015 PRO - CLASS LIST AND REGISTRATION GUIDELINES & BEST PRACTICES

Introduction

Effective February 21, 2020, Academic Standards Advisory Committee approved the adoption of POL & PRO 4015 - Class List and Registration. A critical component in this new policy and procedure is dropping students who do not participate in your course by the second class session.

Successful implementation of this new policy/procedure will require faculty to develop expectations for attendance tracking and communication standards for dropping students for non-participation. Best practice would be for faculty to proactively communicate with students in advance about the expectations for Week One participation.

Identifying students that need to be dropped for non-participation

1. Identify the second class session and communicate this date with students

2. Define attendance and participation in your syllabus

In an on-campus, hybrid class, or remote class, participation is attendance and engagement in classroom activities. Methods to gather attendance by the second class session could include:

- Completing a first assignment
- Asynchronous attendance tracking in the LMS
- Taking attendance in person

In an online class, participation is the **active** engagement in an online activity such as:

- Complete eLearn Start Guide
- Complete Syllabus Quiz
- Participate in a discussion or post an introduction
- Successfully complete a Getting Started quiz

Completing the No Show Drop (NSD) process

Timeline to process the electronic NSD

It is **highly recommended** that instructors wait until Monday of 2nd week to process the electronic NSD in order to avoid accidentally dropping students too early. In the event of a significant course waitlist that may necessitate students be dropped during Week 1 in order to open a seat for a waitlisted student, the instructor should communicate the expectations for attendance and participation so students who wish to are able to hold their spot in the class.

Electronic No Show Drops can be processed through the “Monday of the 3rd week of the term” for standard term and 1st 5-week sessions, or “Monday of the 8th week of the term” for 2nd 5-week sessions. Faculty can process the electronic No Show Drop within My Chemeketa faculty self-service. Once the student is dropped, they will automatically receive an email informing them of the change to their schedule. Offices needing this information (e.g. financial aid, veterans services, international students, etc.) will have access via a report.

Electronic No Show Drop Instructions

<https://dashboard.chemeketa.edu/services/enrollment/Shared%20Documents/Electronic%20No%20Show%20Drop.pdf>

Re-adding an NSD student

Students who are NSD and request to be readded can be re-registered at the instructor’s discretion. The process for re-adding a student is to request an administrative add from your department assistant or dean. The [Administrative Add/Drop Request form](#) is located on the Enrollment Services dashboard site.

[Policy 4015 - Class List and Registration](#)

[Procedure 4015 - Class List and Registration](#)

September 14, 2020