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- **Waitlist:**
  - Available until September 1<sup>st</sup> at 11 p.m., will purge on September 2<sup>nd</sup>.
  - Print roster prior to the 2<sup>nd</sup> to retrieve list of waitlisted student.
- **Electronic Overrides:**
  - Fully electronic
  - **Instructions** - From the “For Faculty” tab, go to “**Faculty Registration Tools**”, select **Registration Overrides (Electronic Add Slip)**, select the term, enter student’s ID#, process override for the correct course/section number they are approved.
- **Adds beyond the ADD period:**
  - September 16<sup>th</sup> a Special code will be added to ALL courses and will require an electronic override for ALL students (replaces the paper ADD slip)
  - September 16<sup>th</sup> No-shows will be processed
  - September 18<sup>th</sup> final rosters will be sent to faculty and students for verification.
  - September 16<sup>th</sup> through October 30<sup>th</sup> special permission code will remain on course sections to allow students attending class but not on faculty rosters to be assigned a permission override if the faculty member chooses to admit them.
- **Verification of Enrollment**
  - Eligible Title IV institution
  - Faculty are required to complete the Verification of Enrollment **during the second week of classes, September 9 – 15<sup>th</sup>.**
  - Students erroneously dropped may be assigned a permission override to re-register for the class.

**Waitlist**

- **Electronic Waitlist:** All courses have an electronic wait list for students registering for the fall semester. The waitlist, which “holds” up to 5 students, will be available for faculty access until 11 pm Monday, September 1<sup>st</sup> (all waitlisted students will be purged on September 2<sup>nd</sup>).

- A list of waitlisted students will appear at the bottom of the faculty roster. This list will allow faculty to give priority to students seeking a capacity override who had already placed themselves on the waitlist. If faculty wish to allow waitlisted students to add into their class, they may process an electronic override which will trigger an email to the student informing them they have been given permission to register for the course.

[\[Instructions for assigning electronic overrides\]](#)

# Electronic Override Process

# Effective Fall 2014

- The paper Add Slip will no longer be available in the Office of Enrollment Services.
- Faculty or Department Chairs should be utilizing an Electronic Add Slip for ALL courses and sections that require a capacity, pre-requisite or capacity/pre-requisite override.

- **September 2 – 8** (published “Add” period), students will be allowed to add, drop or adjust their schedules without faculty approval provided the course is not closed out due to maximum enrollment and no pre-requisite issues are preventing registration.
- For students needing a capacity or pre-requisite override, the faculty member or department chair may assign the override electronically by logging into MyCCRI.

# Instructions

- From the “For Faculty” tab, go to “Faculty Registration Tools”, select Registration Overrides (Electronic Add Slip), select the term, enter student’s ID#, process override for the correct course/section number they are approved. [\[Click for detailed instructions\]](#)



# Sample Student Email

*Dear Student,*

*You have been assigned a Capacity/Instructor Approval for 30382:Intro To Computers (COMI 1100 Section 104) in the Fall 2014 term.*

*This action has not added you to the course. To do that, you must login to your MyCCRI account and add yourself to the course.*

*Please note that this will not override other registration restrictions that you may encounter.*

*Payment is due upon registration.*

*Thank you,*

*Office of Enrollment Services*

- **September 9 – 15<sup>th</sup>** (published “Drop” period), Although the official ADD period has ended, faculty may continue to allow students to add into available sections or sections that have reached maximum capacity. A special approval code will be placed on all courses with start dates at the beginning of the term.
- At that time, faculty or department chairs **MUST** complete an “electronic add slip” (***Follow the same steps as above***) for ALL students approved to be enrolled into their class. This will allow students with an override on their record to register beyond the posted add period.

Verification of Enrollment  
and  
Drop for Non-Payment

- As an eligible Title IV institution, CCRI must have a procedure in place to verify if a student has begun attendance in all classes to determine their eligibility for the Federal Pell Grant.
- All faculty are required to complete the Verification of Enrollment **during the second week of classes, September 9 – 15<sup>th</sup>.** (This will allow evening classes that meet once per week to have two class meetings before reporting is required.) The Verification of Enrollment is used to verify that students are enrolled and actively attending, or have notified their instructor with reason for their absence. Any student who fails to contact their instructor or has not attended class must be reported as a “No Show.”

- **September 16<sup>th</sup>**, Verifications of Enrollment (VOE's) will have been completed and a final drop for non-payment will occur at 11 p.m. Students dropped for nonpayment, will be sent an email indicating they have been dropped. In cases where a student has the ability to make payment, the student may print the form they were sent and bring it to their next class meeting. The instructor will have the option of adding the student back into their section by assigning that student a special permission code (follow same procedure as outlined in override section).

- Students marked “No Show” will be sent an email which contains a “No Show Re-Registration form.” In cases where a student was erroneously marked as a no show, the student will print the form they were sent and bring it to their next class meeting.
- The instructor will have the option of adding the student back into their section by assigning that student a special permission code (follow same procedure as outlined in override section).
- Distance learning courses (sections 600 – 610), follow same procedure as above.

# Sample No-Show Email

[STUDENT]

The Community College of Rhode Island has "No-Show" policy as stated in the catalog: "Students must attend once during the first two weeks of class or contact the instructor to make arrangements to continue in the course. If the instructor does not hear from the student during the first two weeks of class, the student will be dropped from the class as a "no-show."

You have been dropped as a "No-show" from [SUBJ-CRSE-SEC].

If you feel you have been dropped in error and you wish to re-enroll in the class, please use the following procedure:

- 1.PRINT out this email.
- 2.READ and SIGN the student statement below.
- 3.REQUEST an electronic permission override from the faculty member.

**Please note:** The faculty member has the discretion to allow you back in to the class, or to determine that you are not eligible to return to the class.

4.Logon to your MyCCRI account and re-register yourself for [SUBJ-CRSE-SEC].

5.Any difference in your semester bill due to this schedule adjustment may create a balance that must be paid.

I understand that the college has a policy that if I do not attend during the first two weeks of class, or I do not contact the instructor to make arrangements to remain in the class, I will be dropped as a "No-show".

Student Signature \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_

Assigning an electronic override allows the above-named student, previously dropped as a "No-Show", back into my class.

**Faculty to Assign Electronic Permission Override**

- As part of the Verification of Enrollment processing, faculty will receive an e-mail notifying them that their FINAL ROSTER is available for verification (only including registered students). Faculty should review the list as they will not be able to submit a midterm or final grade for students not on their roster.



- Similarly, students will receive an email indicating that they have been verified for the section or that a no show has been processed.

- Upon review of the final roster, faculty may assign an electronic permission override for any student attending class and does not appear on their roster. This will allow the student to register themselves into the section.

# NEW

- Midterm grades are due October 22<sup>nd</sup>. This will provide a second opportunity for faculty to address any students missing from their roster.
- The special permission code registration process will be available through October 30<sup>th</sup>.
- On October 31<sup>st</sup>, a process will be run to purge ALL “Special Permission Codes” from student records.

THANK YOU,

OFFICE OF ENROLLMENT SERVICES