

EMAIL PROCEDURE FOR ADDING CLASSES REQUIRING PERMISSION 7/2013

To avoid some of the problems we have had concerning communication between students, faculty, and staff, we would like to clarify the procedure for adding students to classes. Please feel free to share this information with your departments and instructors.

- **When giving permission for a student to add a class, department personnel and faculty should give the student an override and then let the student register themselves online. This is the preferred method. This legally establishes that the student is responsible for the classes registered on their schedule.**
 - A permission override can be given through Friday of the first week of the Semester or Block and students can continue to register themselves for classes online.
 - After the first week, students must be given a stamped permission form to bring to one of the campus Registration offices. This is to ensure that the instructor can evaluate the success of the student when a full week or longer has been missed.
 - **OR an email can be sent to the campus Registration Offices using the secure weber email address to request late registration.**
- **Follow these steps when sending an email to Registration (not Registrar's ☺) to add a class for a student (registration@weber.edu).**
 - Remember, we cannot accept non-secure personal email set-ups (ex: hotmail accounts) at this time, as these communications will become legal documents and need to be treated as such.
 - The person who is initiating the email needs to cc the student and the instructor, when appropriate, so all are aware that a change has been made to a student's registration schedule. Approval by all concerned should be part of the process.
 - Please be specific on what is wanted, including the semester, the student's name, W#, and the crn.
 - The Registration Office is allowed to add only two students over the max enrollment limit for all Online sections.
 - Classes with waitlisted students will not be overridden by emails.
 - Please be sure that you receive a reply from us.
 - Instructors may send the Registration Office an email requesting that a student be dropped for non-attendance through 5% of the class. See PPM 6-3, VB
http://www.weber.edu/ppm/Policies/6-3_RegistrationDates.html

The screenshot shows an email composition window with the following fields:

- From:** Candy Stevens
- CC:** Instructor ; Wildo Wildcat@mail.weber.edu-Student's email
- To:** registration@weber.edu
- BC:**
- Subject:** Waldo Wildcat-Name of Student-W# can also be included here

Below the fields is a toolbar with various icons for text formatting and insertion. The text area contains the following text:

Please include:
Name of student
W# of student
Semester (especially when registration is going on for all 3 semesters at the same time)
State request, including CRN's
CC the student, Instructor, etc