

## HOW TO ADD STUDENTS AFTER CLASSES BEGIN

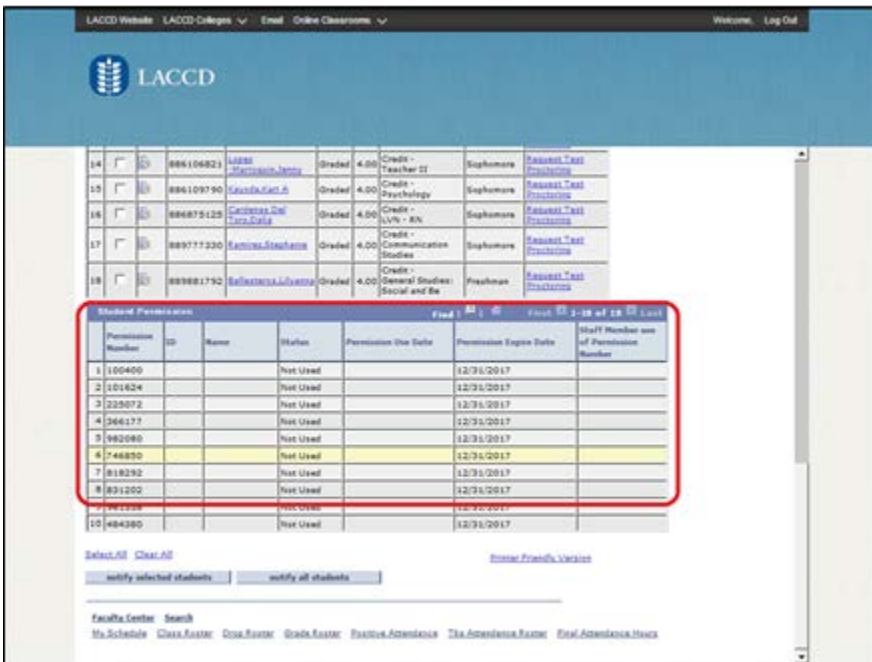
### Wait Lists & Auto Enrollment

Students trying to enroll in a class that has already reached enrollment limits will be automatically placed on a **Waitlist** for the class. If an enrolled student drops before the class begins, the student in the # 1 position at the top of the Waitlist will be **Auto-Enrolled** into the class. An email will be sent to the student's LACCD email account notifying them of their registration in the class. **Auto-Enrollment** STOPS when the class begins.

If an enrolled student does not show up for the first day of class they **MAY** be dropped by the instructor who will then begin to **Add** students from the Waitlist.

### How to Add Students after Classes Begin

When you view/print your class rosters, you will find a list at the bottom of the page (see below) with a heading "**Student Permission.**" This list gives unique 'permission numbers' to be distributed to students from the Waitlist who want to add the class. Please note that these unique "Permission Numbers" have expiration dates, so it is imperative that students go online to register ASAP. (For the Fall 2017 semester, students will have two weeks to use this permission number before it expires.)



The screenshot shows the LACCD website interface. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. The main content area displays a class roster with columns for 'ID', 'Name', 'Status', 'Credit', 'Teacher ID', 'Level', and 'Request Test Structure'. Below the roster, a 'Student Permission' table is visible, which is highlighted with a red box. This table has columns for 'Permission Number', 'ID', 'Name', 'Status', 'Permission Use Date', 'Permission Expire Date', and 'Staff Member use of Permission Number'. The table contains 10 rows of data, with the first 8 rows highlighted in yellow. Below the table, there are buttons for 'Select All', 'Clear All', 'Notify selected students', and 'Notify all students'. At the bottom, there are links for 'Faculty Center', 'My Schedule', 'Class Roster', 'Class Roster', 'Grade Roster', 'Positive Attendance', 'The Attendance Roster', and 'Real Attendance Hours'.

Permission Number	ID	Name	Status	Permission Use Date	Permission Expire Date	Staff Member use of Permission Number
1 100400			Not Used		12/31/2017	
2 101824			Not Used		12/31/2017	
3 225072			Not Used		12/31/2017	
4 266177			Not Used		12/31/2017	
5 982080			Not Used		12/31/2017	
6 746850			Not Used		12/31/2017	
7 818282			Not Used		12/31/2017	
8 831202			Not Used		12/31/2017	
9 764228			Not Used		12/31/2017	
10 484380			Not Used		12/31/2017	

**PLEASE ADD STUDENTS ON YOUR WAIT LISTS WHO SHOW UP ON THE FIRST DAY OF CLASS BEFORE ADDING ANYONE ELSE.**