

Fall 2007: Managing enrollment in Math 89/90/91

- Each time your class meets before the add deadline, print out a current class roster from GET. (Let me, Vivian, Martha, or Jo Ann know if you need a GET account and are not sure how to obtain one.) To print a class roster, you have to log in to GET, then follow this pathway:

Student Administration→SA Self Service→Learning Management→Management→Access Class Rosters

- Each time your class meets before the add deadline, take attendance.

Dropping students who are registered for your class but not attending it

If a student is registered for your class but not attending it, fill out a yellow drop form and put it in the "Faculty Return" box in the Math Dept. office. (It is most important to do this during the first full week of class, especially if the class is full. The idea is to make sure that there is space in the class for students who will actually be attending it.)

Dropping students who do not have the prerequisite for the class

If you're teaching MATH 90 or 91, then you should receive a list of grades for each student in your class who took the prerequisite course in Summer 2007. Some students will not have passed the class. Immediately after the first day of class, ask each of these students whether he or she met the prerequisite by taking an exit exam.

If the student then . . .
. . . has passed the exit exam for the prerequisite course ask the student to show you his or her card from the Testing Office, verifying that he or she has passed the exit exam. The student must show you the card by the second class meeting.
. . . plans to take the exit exam soon tell the student you will need to drop him or her from the course. Fill out a yellow drop form and put it in the "Faculty Return" box in the Math Office. You can tell the student that he or she can re-register for the class <i>after</i> passing the exit exam. In the meantime, he or she should register for the prerequisite course. Prerequisites for a class must be completed <i>before</i> registering for it!
. . . has not met the prerequisite tell the student you will need to drop him or her from the course, and that he or she should register for the appropriate prerequisite course instead. Fill out a yellow drop form and put it in the "Faculty Return" box in the Math Office.

Adding students who are present in your class but not registered for it

During the first week of class, if a student is present in your class but not registered for the class, then follow this procedure:

First find out how many permits you can assign for your course. You can find this out from the department chair, from me (Mike Krebs) or from the dept. office.

If there are fewer than 30 students on your class roster from GET, then tell the student to get on GET and register for the class.

If there are 30 or more students on your class roster from GET, then the student will need a permit to register for the class. If you have not used up all of your allotted permits, then put the student's name and CIN on an add form (usually pink) and put it in the "Faculty Return" box in the Math Office. Once the permit is processed, the student must get on GET and register for the class. Let the student know that it takes about 24 hours for a permit to be processed.

If you have used up all of your allotted permits, advise the student to attend and try to add a different section. You can tell the student that we will make space for **every** remedial student! Any student who is having trouble adding a Math 89, 90, or 91 class can see me (Mike Krebs). You can tell your students that my office is ST-F214, and my e-mail address is mkrebs@calstatela.edu.

If a student is an Open University student, it is up to you whether to allow the student to enroll in your class. Give first priority to regularly enrolled students.