PROCEDURE FOR REGISTERING STUDENTS IN SUPPLEMENTAL CLASSES
(all classes other than the integrated-skills classes)
FOR THE NEXT QUARTER

1. **The integrated skills teachers** should give their students a list of the supplemental classes that they are qualified to take at their level. They should emphasize to the students that they should sign up for a class ONLY IF they are serious about attending it. Tell them that **being a no-show is NOT OK** because they are preventing another student from registering for that class.

2. **The student’s current instructor** should get a list of names, SIDs, and phone numbers of the students who are interested in each supplemental class to the supplemental teacher for the following quarter. Alternately, the teacher can photocopy the current roster and circle the names of the students wanting a particular supplemental class -- but they should check the phone numbers for accuracy, since they are often incorrect on the rosters.

3. **The supplemental teacher** will then tell each referring teacher **exactly which students** will be allowed to enroll. If there are too many people wanting the supplemental class, the supplemental teacher will create a waiting list in case of no-shows when the class begins. This method will help prevent both a student’s repeating a supplemental class too many times and possible over-enrollment of a supplemental.

4. After hearing from the supplemental teacher, **the current integrated skills instructor** will then enroll the permitted students into the class. S/he will tell the other students that they are on a waiting list for that class. **The integrated skills teacher MUST NOT ENROLL ANY STUDENT INTO ANY SUPPLEMENTAL CLASS without the permission of the teacher of that class.**
   The integrated-skills teacher must be alert NOT to enroll any student in more than 18 hours per week of free classes. This is a state requirement.

   **** If an integrated skills teacher doesn’t follow these procedures and, therefore, his/her students cannot be enrolled because a supplemental class is full, it will be responsibility of that integrated skills teacher to contact the students to tell them that they are on a waiting list.

5. **All teachers** should emphasize to their students that they must show up on the first day of class. If they do not, they could lose their place to a waiting-list person who is there.

This procedure was worked out in Winter Quarter 2002 at an ABE/ESL Department meeting. Written by Alice Keller.