

## Distance Learning Committee Recommendation – Adding students to a hybrid class

### Rationale/Background

1. Similar to the question of “**what time does an online course begin?**” the question also applies to a hybrid class. Since the scheduling for hybrid courses varies from course to course and from offering to offering, adding students in a timely manner is sometimes difficult. If the first in-class meeting for a hybrid course meets later in the first week of classes (e.g. Wednesday, Thursday or Friday), students may be expected to complete activities in the online portion of the class via the Learning Management System (LMS) prior to the time at which the class meets. **However, add authorization codes are not valid UNTIL the in-class portion meets.** This means that once the term has started, students cannot add a hybrid class until after the first meeting; thereby not allowing adding students to participate in the assigned online activities in a timely manner the first week. In addition, if online tasks are required (e.g. required reading or tasks related to a lab component) before the in-class portion meets, students trying to add the class cannot complete these tasks because they have not been able to access the course in the LMS. This scenario may place these new students at a disadvantage (and potentially registered students if group work/lab partnership is required) at the start of the course since required work is needed at this 1<sup>st</sup> class meeting.
2. It is apparent that a recommendation may be needed to help both students taking hybrid courses and faculty teaching these courses so that adequate preparation may be established before the first class meeting to avoid students potentially falling behind in the course.

### Recommendation:

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The DLC recommends the following:

- The start time and date of a distance learning class is at 7:30 am on the first day of the term i.e. Monday at the beginning of the week
- Faculty are responsible for communicating to registered students the requirements for confirming their registration and commitment to the course or they will be dropped as “no-show”. This may mean directing students to the LMS to complete required online tasks well before any in-class meeting as determined appropriate for the course.
- Once “no-show” students have been identified and dropped, faculty must utilize the college’s policy for adding students by first adding students from the official Wait List. If there are seats still available after the Wait List has been exhausted, faculty may accept additional requests from students requesting to be added using the student’s permit to register date, adding students with the earliest date first. Newly added students should be directed immediately to the LMS to complete the required tasks in preparation for the in-class component of the course. This will address the aforementioned issue and reduce the amount of unprepared students entering the course at this first in-class meeting.
- Distance Learning Faculty should consider the pace at which their course progresses and establish limits within College policy for the last date students may be added without compromising students’ ability to successfully complete coursework.

## Best Practices/Suggestions for Adding and Dropping Students as “No-shows”

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It is suggested that faculty email registered students before the first day of class to inform them of the requirements for determining “active” students. Allow students a reasonable opportunity to complete the required activity or activities with a specific announced due date. For hybrid courses with “later in the week” in-class meetings (e.g. Wednesday, Thursday, Friday) faculty may consider tightening this requirement to ensure that students are adequately prepared for the in-class meeting and to allow Waitlisted and petitioning students to be added and be prepared for the 1<sup>st</sup> class meeting.

The online portion of the course should be made available to registered students in the LMS no later than 7:30am on the first day of the term, to allow students time to complete required activities to remain enrolled in the class.

### Dropping Students as “No-shows”

For distance learning courses, it is suggested that faculty establish some activities that students must complete in a specified time frame to demonstrate their intent in staying enrolled in the class (e.g. syllabus quiz, email to professor, or initial discussion forum post). These requirements should be clearly communicated with enrolled students via announcement and/or email message. Students should be informed that if they do not complete these tasks by the specified due date, they will be dropped as “No-shows”. Students should be advised to not wait to start until the first in-class meeting to participate in the class, or they may be dropped as “no-show” before the hybrid meeting occurs. This practice is comparable to the current “no-show” procedure for traditional courses.

### Adding Wait Listed Students

It is also suggested that faculty email all students from the official Wait List since these students are not linked to the Learning Management System (LMS) and will not receive regular “announcements” from the course. Wait Listed Students’ email addresses may be accessed through the Faculty Self Service feature in Banner.

In the email communication to Wait Listed students, provide students with a detailed overview of the course and its requirements to ensure their interest and commitment to join the course.

Require/Request interested Wait Listed students to email you on designated date and time to express their intent to add the course (e.g. require students send an email to the faculty with a subject of PLEASE ADD ME TO CRN 1234. This will help the faculty determine which Wait Listed students are still interested in joining the course. As we know in traditional courses, not all Wait Listed students attend the first class meeting. We can assume the same in distance learning courses.

**\*It is not recommended that faculty provide Add Codes to ALL Wait Listed Students without identifying their expressed interest in the course.**

Once interested students are identified, provide these students with an Add Code for the course and instruct them to add immediately so that they may register and gain access to the course in the LMS. Provide detailed instructions for required initial tasks due. Faculty for courses with lab components may need to emphasize the requirement for prior preparation (e.g. reading of lab manual and/or other preparatory work) before the first class meeting. And explain that the lack of preparation may hinder the student’s performance in the course.

**\*Inform students that their Add Code is not transferable to any other student.**

Adding Students Not on the Wait List “virtual walk-in students”

After the wait list is exhausted and seats are still available in the course, please follow College Policy for adding additional students based on Priority Registration date.

Once it is determined that a student may be added, refer to Adding Wait Listed Students process outlined above for suggested adding procedure.

Approved by DLC 4/8/2014