



Dear West Faculty,

I know that some faculty members like to use the multi-student add form found at www.wlac.edu/staffandfaculty. Unfortunately this method of adding students into courses can cause a lot of confusion and lost time for students and staff.

Typically there are significant numbers of students on the form who cannot be processed due to pre-existing holds. Once these holds are discovered, students must be notified of their holds, those holds must be resolved, the student then has to notify admissions that the hold is lifted and then finally the student can register. Between each of these steps time goes by, students can not always be reached and, worse yet, the student is usually under the false impression that he or she is registered into the class.

In contrast, when students register for themselves online or when they register through instructor-issued add slips, students are notified of holds, and can resolve those holds, at the point of registration.

I hope that the transition away from the multi-student add form is not a major inconvenience for you. If you have unique circumstances or reasons for using this form, please contact me and we can talk about it.

Thank you,

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