

TO: Policy Council

FROM: Student Affairs Committee

DATE: March 10, 1972

SUBJECT: Policy Statement Regarding Course Enrollments

Problem:

In the past there has been no clear policy regarding pre-enrollment in courses. Some students have gone to registration to find that courses were already full, and they had not known it was possible to pre-enroll. Other courses have been filled and later reopened to one or more students. Therefore, it seems to the Student Affairs Committee that a clear policy statement on course enrollment is necessary.

Policy Statement:

The following policy is recommended.

1. Restricted enrollments in courses should take place only as a result of an orderly publicized procedure. Restrictions would logically be based on one or more of the following reasons:
 - a. Insufficient staff to teach the courses
 - b. Limited facilities for teaching the courses
 - c. Priorities determined by divisions and departments of the School of Education
2. Course reservation procedures should be defined and announced in advance.
3. Should openings become available in a course previously closed, these should be filled in order from an established waiting list based on the priority needs of the student. (It is understood that hardship cases might of necessity receive special treatment.)
4. Courses with special or unusual criteria for enrollment, in addition to those stated in the catalog, should be marked on the Schedule of Classes. For example, Special Sections for Majors, Sections for Students in Special Programs, etc.