

## Civil and Environmental Engineering Department

### Department Policy for Enrolling in Classes After Advance Registration

The CEE Department reserves seats in most classes so that students who are in need of the course are given the opportunity to enroll. When student demand for a class exceeds the space available during Advance Registration, this department policy will be used to add students to CE classes once the semester begins. In order to be considered, students must submit proof that they meet all course prerequisites to the instructor on the first day of class. See the CEE Proof of Prerequisite Policy for more.

### Ranking for Students Requesting Enrollment in CEE Department Courses

The CEE Department will use the following ranking to enroll students in CE courses:

- **Group 1: Graduating students in their last semester or second-to-last semester who have met the prerequisites listed in the university catalog *and* have applied for graduation. Proof of your status is required to receive this standing.**
- **Group 2: Students who have Priority Status from the department chair and have met the prerequisites listed in the university catalog. (See below.)**
- **Group 3: Conditional graduate students in need of the course per their conditional coursework plan and who have met the prerequisites listed in the university catalog or have instructor consent. This group only applies to graduate students who need to make-up undergraduate coursework.**
  - Students must present proof to the instructor (such as an administrative or acceptance letter) showing that they are in need of the course. Prerequisites that are part of the student's conditional coursework plan will be enforced. Other prerequisites must be discussed with the instructor to ensure the students are prepared for the course.
- **Group 4: All other matriculated students who have met the prerequisites listed in the university catalog.**
  - This group includes undergraduate and graduate students continuing their studies and change of major students who need the class but are not in the final semester of their Study Plan or who want the class to continue progress but it is not on their Study Plan.
- **Group 5: Non-matriculated students, i.e. Open University students or disqualified students, who have met the prerequisites listed in the university catalog.**

### Priority Status Requests

Priority Status may be requested via the form on the CEE website if there are circumstances beyond a student's control that prevented or delayed their enrollment during Advance Registration. Students must provide a clear justification as to what prevented their

enrollment. Priority Status is rarely approved. Some situations that *might* warrant Priority Status include the following:

- Students changing their major who have the course on their approved study plan and are in their last semester of completing the classes on their study plan;
- Newly admitted or transfer students who have problems enrolling due to course equivalencies not posting in MySJSU;
- Graduate students in their *first semester* who were unable to enroll due to administrative delays.

## **Enrollment Caps and the Registration Process**

Enrollment caps are first assigned during Advance Registration. After that, enrollment caps will be at the discretion of the department and instructor. Factors that may affect enrollment caps include limitations established by the dean's office, classroom size, and/or laboratory capacity. Typically, the department adds 2-5 students to each course section. In select courses, the department may have an additional course section listed that could be opened for enrollment should demand justify adding another section. These sections are visible during Advance Registration, but cannot be enrolled in, i.e. they say they require department consent. These sections are visible so students may plan for the alternative section in their schedule. The department contacts students on the waitlist or who have filled out the department enrollment form and offer them enrollment first. Please note that enrollment caps for elective courses and graduate-level courses are final and students will not be added once the cap is reached. Meet with your advisor to discuss alternative classes.

To request enrollment once a class is full, students should place themselves on the waitlist in MySJSU, if available and fill out the Request for Regular Enrollment form on the CEE website. At the first class meeting, students must come with proper documentation for the instructor to evaluate eligibility for the class. Documentation should include proof of prerequisites (See CEE Proof of Prerequisite Policy), information to verify status in the priority groups, as detailed in the section above, and information related to availability for all course activities, i.e., lab sections. The instructor will collect documentation from each student wanting to add the course and organize students into the priority groups. Students who do not provide the appropriate documentation will not be considered for enrollment. Requests made after the first day a class meets will only be given consideration after those who submitted their request on time. Verification of eligibility, ranking of students, and notification of enrollment may take up to a week, so please be patient.

Students will be added based on the priority groups, as defined above. Ranking within each group will be established by an impartial process (such as a lottery or list randomization process). Laboratory section assignment will also follow this ranking, where students with higher ranking will get priority for their preferred lab section. Students may be offered a seat in the section they do not prefer and, if they decline the seat, in which case it will be offered to the next student on the list.

## **Policy Basis**

The process is consistent with Academic Senate Policy F20-1 (available at: <https://www.sjsu.edu/senate/docs/F20-1.pdf>) and is being implemented to provide a

consistent, transparent and timely procedure for faculty and students.

The best ways for students to maximize their ability to enroll in preferred courses and class sections are to:

- Have timely advising to remove the advising hold as soon as advising begins;
- Have prompt enrollment as soon as the registration appointment begins;
- Pay fees on-time and clear any non-academic holds;
- Follow the recommended course sequence as closely as possible (available at: <https://cee.sjsu.edu/undergraduate-studies/4-year-plan>);
- Apply for graduation on time.