

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

POLICY AND PROCESS FOR MANAGING COURSE ENROLLMENT

<u>Number</u>	02.01.16
<u>Division</u>	Academic Affairs
<u>Date</u>	March, 2006 – Revised November 2021
<u>Purpose</u>	To establish a policy and process for managing course enrollment, including setting of enrollment limits, monitoring enrollment to add or cancel courses, establishment of waitlists, handling of students on the waitlists, and notification of students.
<u>Policy</u>	<p>Departments have the responsibility for determining which courses need to be offered each semester based on degree requirements, student demand, faculty resources, space availability, etc. Courses need to be offered with sufficient frequency and availability to ensure that students have the ability to complete their program of study in a timely manner and with the goal of each student achieving satisfactory progress toward their degree and graduating within four years.</p> <p>This policy is designed to provide a consistent approach to the way that class sizes and waitlists are set among the colleges, resulting in a better student experience.</p> <p>This policy eliminates variations across colleges in the way that class sizes and waitlists are set, ensures that students are notified when they are placed in a class, and keeps students from assuming they are enrolled in classes when in fact they are not.</p> <p>To ensure that students are able to schedule classes necessary for completion of their program of study, departments and colleges are expected to work with Academic Affairs to manage course enrollment proactively. This process involves the initial determination of courses offerings and availability, monitoring course enrollment and waitlists, adding or deleting offerings as demand changes, and contacting students as changes are made that impact their schedules. The following sections detail procedures to be followed.</p>

from the waitlist into the course, or if they are dropped from a course for any reason.

The Colleges will work throughout the enrollment period to provide slots for students in the classes the students need so that all students have a class schedule that meets their needs. The waitlist will remain active until the 6th day of the semester. At that time, final class rolls will be established and the waitlist will terminate. The Office of the Registrar will produce a list of students on the final waitlist at the time of termination for informational and planning purposes to be distributed to the deans of the colleges and to the Provost Office.

Academic Affairs and Final Reporting. After the “freeze date” for enrollment, the Office of Institutional Research, Effectiveness, and Assessment will produce a final enrollment report showing courses taught, course enrollment, the number of students left on the waitlist, and other enrollment data. These reports will be distributed to departments and colleges for discussion and for use in future scheduling decisions.

Review

Academic Affairs will review the policy every five years or sooner as needed.