RESERVED SEATS

The Pre-Registration system is designed to distribute seats in limited enrollment courses in the most equitable manner. In order to achieve this goal, instructors may distribute the seats in a course across class-years and major/non-major bins. Guidelines for bin allocations are as following:

- The number zero in a bin means although no seats are specifically set aside for this group, students may enroll in the course if seats remain.
- The letter X in a bin means this group is excluded from taking a seat in the course.
- A Permission of Instructor course does not require a bin distribution. Students will be enrolled at the Instructor's discretion.
- Seats reserved specifically for majors will roll down to non-majors during the later phases of the scheduling program, unless a student's class year has been excluded ("X").
- Majors always have access to non-major seats for their class year.

The scheduling algorithm will assign students to seats using the following criteria:

- Number of courses scheduled
- Rank
- Class Year/Major
- Previous number of times requested
- Random number as tie-breaker
- The program will check
  - Time conflicts (Student may not be scheduled in classes with overlapping times.)
  - Max of four full credit courses

The scheduling algorithm will consist of three phases meaning that each ranked course will be considered three times. Students may submit up to seven ranked selections to be considered. If a student has chosen a multi-section course, this will constitute a single request and be a single row in the student's plan. The student may select an individual section, several sections or all sections to be included in the scheduling algorithm.

- In the first phase students will be scheduled into classes based on the bin allocations with the exception that a major may qualify for a non-major seat if all major seats for their class year are exhausted.
- In the second phase the remaining available seats will be distributed into two bins - a major bin and a non-major bin. Students will be placed into available seats without regard to their class year. Only majors will be eligible for the major seats. As in the first phase, majors will be eligible for non-major seats.
- In the third phase students will be assigned to available seats, regardless of major or class.

The scheduling algorithm will process all first ranked course requests then all second ranked course requests, etc. WesMaps shows how many seats are reserved for each group of students. Below are some guidelines for understanding this distribution, followed by specific examples.
EXAMPLES

A. Total Enrollment Limit: 20
SR major: X       JR major: X
SR non major: X   JR non major: X   SO: X   FR: 20

In this example (an FYS course), senior majors, junior majors, senior non-majors, junior non-majors, and sophomores are all excluded. All twenty seats are reserved for first-year students. During the adjustment period, leftover seats would only be available to first-year students, as no other class years are eligible.

B. Total Enrollment Limit: 30
SR major: 10       JR major: 10
SR non major: 0    JR non major: 0   SO: 10   FR: X

In this example, the instructor is reserving seats for majors and sophomores. During the scheduling period, the program will schedule senior and junior majors first. Should senior major seats remain they will go to junior majors. In addition the program will schedule 10 sophomores. Any seats left over will then be distributed among any remain requests for Seniors, Juniors and Sophomores. First-Year students will not be allowed to enroll in this course because they are excluded. If a course is crosslisted, a student may register for any one of the offerings and still have access to major seats. For example, if a course is offered in the departments of Biology, Psychology, and NS&B, a Biology major may select the course as Psychology, and still be considered a major.

C. Reserved Seats

Permission of Instructor Required
Enrollment capacity: 10

In this example, no seats have been reserved because this is a Permission of Instructor section. Enrollment is determined by the instructor; therefore, there are no seat reservations by class year. Students must submit an electronic POI request during Planning, Adjustment or Drop/Add.
Permission of Instructor

"Permission of Instructor" applies to those courses, in which computerized placement is unsuitable, e.g., when an instructor requires review of portfolios, writing samples, auditions, etc. POI courses are available during Pre-Registration or Drop/Add. A Permission of Instructor approval guarantees course enrollment. It is the student’s responsibility to initiate contact with the instructor and fulfill all approval processes.

Pre-Reg courses- During Planning and Adjustment, students who meet the criteria and intend to enroll in such courses must submit a Permission of Instructor Request thru their Electronic Portfolio. Click “Add to My Courses” and “To request a POI electronically, click here” to submit your request. Please note that a text message will appear above the student plan with information from the instructor regarding the POI approval process (dates, times, contact info, etc).

Drop/Add courses- During Adjustment, students who meet the criteria and intend to enroll in such courses must submit a Drop/Add Ranked Enrollment Request thru their Electronic Portfolio. Click “Add to My Courses” and assign a rank to submit your request as a Drop/Add ranked enrollment request. Each student can submit up to four ranked enrollment requests. Please note that a text message will appear above the student plan with information from the instructor regarding the POI approval process (dates, times, contact info, etc).

Course Prerequisites

Many course descriptions include stated curricular prerequisites; e.g., RUSS301 requires RUSS202. Each student's academic record will be scanned for compliance with prerequisites for selected courses. Students will not be able to register in courses unless they have successfully completed the stated prerequisites. The registration system WILL check for prerequisites for which a student is currently enrolled. However, if a student will concurrently enroll for the prerequisite in the term for which he or she is registering, and concurrent enrollment in the prerequisite is suitable to the instructor, a prerequisite override must be obtained before the student can enroll in the course. It is the student’s responsibility to initiate contact with the instructor and fulfill all approval processes.

Students who wish to enroll in a course for which they lack prerequisites must request a Prerequisite Override from the instructor thru their Electronic Portfolio. Click “Add to My Courses”, type a justification note to the instructor and click Submit.

Transfer students who have transferred in a course comparable to a Wesleyan course must request a Prerequisite Override. A Prerequisite Override allows a student to be considered for enrollment in a course, but does not guarantee enrollment.