Civil and Environmental Engineering Department
Department Policy for Enrolling in Classes After Advanced Registration

When student demand for a class exceeds the space available, the following department policy will be used for adding students to classes after the Advanced Registration period has ended. In order to be considered, all students must submit documented proof on the first day of class to the instructor (see CEE Proof of Perquisite Policy) that the student meets the prerequisites for the class. More details are below in "Registration Process."

Priority for Undergraduate Courses

The following priority will be assigned to fill available spaces for undergraduate Civil Engineering classes:

- **Group 1: Graduating seniors in their last semester who have met the prerequisites listed in the university catalog and have their *graduation worksheet* available for verification of status.**

- **Group 2: Students who have met the prerequisites listed in the catalog and have a "graduating senior card" from the registrar's office.**

- **Group 3: Students who have met the prerequisites listed in the university catalog and have a priority letter from the department chair. (See below.)**

- **Group 4: Graduate students who have met the prerequisites listed in the university catalog or have instructor consent.**

    - Students must present proof to the instructor (such as anS administrative letter) showing that he/she is *in need of the class per their study plan*.

- **Group 5: All other matriculated students who have met the prerequisites listed in the university catalog.**

- **Group 6: Non-matriculated students, i.e. Open University students or disqualified students, who have met the prerequisites listed in the university catalog.**

Priority Letter from the CEE Chair

Priority letters may be requested from the chair if there are circumstances beyond a student's control that prevented their enrollment during Advanced Registration. Students should meet with the department chair and come with clear and compelling documentation of the problem, along with proof of prerequisites for the course. Some situations that *might* warrant a priority letter from the chair include the following:

- Problems with transfer course equivalency for newly admitted or transferred students;
- Graduate students in their first semester who were unable to pre-enroll;
- Graduating seniors in their last or second-to-last semester who *submitted their major form on time*, do not have their graduation worksheet yet, and require the course per their major form.

Priority for Graduate Courses

The priority system is similar for 200-level courses.

- Group 1 will consist of graduating students who have their approved program of study indicating graduation in that current semester. The Program of study should be submitted to the instructor for verification.

- Group 2 will consist of all other graduate students.

Registration Process

The following process will be followed until all available spaces are filled. Available space is first determined by the advanced registration limit. After that space availability will be at the discretion of the instructor and could depend on information relayed from the dean's office, classroom space and/or laboratory capacity.

At the first class meeting, the student *must* come with proper documentation for the instructor to evaluate your eligibility for the class. Documentation should include proof of prerequisites, required information to verify status in the priority groups, as detailed in the priority section above, and information related to availability for associated course activities, i.e. lab sections. The instructor will collect documentation from each student wanting to add the course and verify how many students are in the priority groups, as described above. **Any student not providing the appropriate documentation will not be considered for enrollment in the class.** Requests and documentation will not be accepted after the second class meeting. Verification and notification of enrollment may take longer than data collection.

Students will be added based on their priority group, as defined above, and ranking within each group until the class is filled. An impartial process (such as a lottery or similar random organization process) will be used to rank each student within his or her group. Laboratory assignment will also follow this ranking, where students with higher ranking will get priority for their desired lab section.

Policy Basis

The process is consistent with Academic Senate Policy S93-7 (available at: http://www.sjsu.edu/senate/docs/S93-7.pdf) and is being implemented to provide a consistent, transparent and timely procedure for faculty and students.

The best ways for each student to maximize their ability to enroll in the courses of his or her choice are to:

- Have timely advising and removal of your advising hold before your registration appointment;
- Have prompt enrollment as soon as your registration appointment begins;
- Pay fees on-time;
- Follow the recommended course sequence as closely as possible (available at: https://cee.sjsu.edu/undergraduate-studies/4-year-plan)
- Meet the posted Major Form package deadlines.