

## Making Effective Course Requests

### Important Details in the Schedule of Classes

**Priorities:** Many courses prioritize subsets of students for enrolling in the course. For example, seniors, juniors, and majors are often given priority in upper-level core courses (e.g., "1=SR, JR HIST" means senior and junior history majors have priority). First-year students and sophomores often have priority in introductory level courses ("1=SO, FR"). A priority of '0' means a student will not be enrolled unless he or she has special permission from the instructor (e.g., "0=Senior" means a senior will not be enrolled).

**Fill:** "H" means the course has a high probability of filling. "L" means the course has a low probability of filling.

### How the Computer Processes Course Requests

The computer attempts to register all students for up to 2.5 courses before any student receives a full schedule. Once a student receives 2.5 courses the computer ceases action on the course request form, moving on to the next student.

The enrollment program makes five passes through each student's course requests. On its first pass through the data, the computer automatically enrolls students with Special Permission Access Codes (SPACs). On the second pass, it tries to enroll every student in 2.5 courses. If a course has first priorities (1 = ) it considers only students who match those priorities. On the third pass, the program tries to give students a full schedule; once again, though, it considers only those who match the first priorities. On the fourth pass, the program attempts to give students a full schedule. If there are second priorities listed for a course (2 = ), it only considers students who match those priorities. On its last pass, the program attempts to fill schedules. It considers all students except those who are excluded (0 = ).

The student's first primary choice is scanned first. If that course is available and the student matches the first priority (1 = ) the student is enrolled in the course. If the course is full, the computer moves on to the student's alternate selections in Primary 1.