

Opening Escrowed & Adding Sections

The purpose of this approach is to provide a more expedient process to meet students' scheduling needs.

Summer (until August 1)

The Summer AD, with input from the Scheduling Coordinator (SC), will monitor the Summer and Fall schedules.

Online Sections: When enrollment reaches 80% in online section with lowest enrollment, the Summer AD, with approval from the Academic Dean, will open escrowed section. If no sections are escrowed, the Summer AD will refer to Area/Division Contingency Plans or email coordinator and assistant dean.

In-person Sections: Summer AD will monitor course enrollment considering days and times (MW/TR; morning/afternoon/evening). When options narrow (enrollment reaches 80%), Summer AD will open escrowed section. If no sections are escrowed, Summer AD will follow Area/Division Contingency Plans or email coordinator and assistant dean.

Summer AD will email coordinator and AD when any escrowed section is opened.

Late Registration All Semesters (week before classes begin)

The Scheduling Coordinator (SC) and Coordinators will monitor the schedule.

Online Sections: When enrollment reaches 80% in online section with lowest enrollment, SC will open escrowed section. If no sections are escrowed, SC will email assistant dean.

In-person Sections: SC will monitor course enrollment considering days and times (MW/TR; morning/afternoon/evening). When options narrow (enrollment reaches 80%), SC will open escrowed section. If no sections are escrowed, SC will email assistant dean.

SC will email AD when any escrowed section is opened.

Academic Year

Coordinators will monitor the schedule. The Scheduling Coordinator (SC) will also track enrollments and communicate with ADs and coordinators observed needs.

To open and escrowed section or add a class to the schedule will follow protocol.

- Coordinator notifies AD of perceived need; requesting section(s) of classes be opened and/or added.
- The AD, after reviewing justification, will determine if request is reasonable.
- AD notify Academic Dean of support and request approval.
- Academic Dean, upon approval, will send request to Registrars Office