

Opening Escrowed Sections (all semesters)

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

The scheduling coordinator (SC) will monitor the schedule, along with coordinators and assistant deans.

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 coordinator and 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 coordinator and assistant dean.

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

Class Cancellation Process

1. Vicki P. will send a recommended cancellation list. The list will only show classes she thinks should be cancelled and classes she thinks we should watch (classes starting Tuesday for fall/spring semesters)
2. By 2pm the day of cancellations (the earlier the better), respond to Vicki and copy Dr. Feeney to confirm cancellations or with anything you want to watch or save (if you want to save, include rationale). Use the document Vicki P. sends and highlight according to her directions. She will provide a column for you to list any rationale.
3. Vicki will forward list to Registrar by 3:30.