

Civil and Environmental Engineering Department

Department Policy for Enrolling in Classes After Advance 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 Advance 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 Prerequisite Policy) that the student meets the prerequisites for the class. More details are below in “Registration Process.”

Priority Ranking 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 applied for graduation. Proof of your graduating status is required to receive this standing.**
- **Group 2: Students who have met the prerequisites listed in the university catalog and have Priority Status from the department chair. (See below.)**
- **Group 3: Graduate students in need of the course per their conditional coursework plan and who have met the prerequisites listed in the university catalog or have instructor consent.**
 - Students must present proof to the instructor (such as an administrative or their acceptance letter) showing that they are *in need of the class*. Prerequisites that are part of the student’s conditional coursework plan must be completed first. Other listed prerequisites may be discussed with the student to ensure they are prepared for the course.
- **Group 4: All other matriculated students who have met the prerequisites listed in the university catalog.**
- **Group 5: Non-matriculated students, i.e. Open University students or disqualified students, who have met the prerequisites listed in the university catalog.**

Priority Status from the CEE Chair

Priority Status may be requested from the chair via the form on the department website if there are circumstances beyond a student’s control that prevented their enrollment during Advance Registration. Students should fill out the form and provide compelling justification of their situation, along with proof of prerequisites for the course. Some situations that *might* warrant Priority Status from the chair include the following:

- Students changing their major who have the course on their approved study plan and who are in their last semester of completing the classes on their study plan;
- Newly admitted or transfer students who have problems with course equivalencies;
- Graduate students in their *first semester* who were unable to enroll early

Priority for Graduate Courses

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

- **Group 1: Graduating students with their approved program of study indicating graduation in the current semester.** The Program of study must be submitted to the instructor for verification.
- **Group 2: All other graduate students who meet prerequisites.**

Registration Process

The following process will be followed until all available seats are filled. Space is first determined by the cap during Advance Registration. After that, space availability will be at the discretion of the department and instructor. Factors that may affect this number include limitations established by the dean's office, classroom space, and/or laboratory capacity.

To request enrollment once the cap is reached during Advance Registration, students should place themselves on the waitlist and fill out the Request for Regular Enrollment form available on the CE Website with all requested information. At the first class meeting, it is recommended that the student come with proper documentation for the instructor to evaluate eligibility for the class. Documentation should include proof of prerequisites (See CEE Policy regarding Prerequisites), information to verify status in the priority groups, as detailed in the 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 organize students into the priority groups, as described above. Any student not providing the appropriate documentation will not be considered for enrollment in the class. Requests made after the first class meeting will be given consideration after those who submitted their request by the first deadline. Verification of eligibility and notification of enrollment may take up to a week, so please be patient.

Students will be added based on the priority groups, as defined above. Ranking within each group will be established by an impartial process (such as a lottery or list randomization process). Laboratory section assignment will also follow this ranking, where students with higher ranking will get priority for their preferred lab section.

Policy Basis

The process is consistent with Academic Senate Policy F20-1 (available at: <https://www.sjsu.edu/senate/docs/F20-1.pdf>) and is being implemented to provide a consistent, transparent and timely procedure for faculty and students.

The best ways for students to maximize their ability to enroll in preferred courses are to:

- Have timely advising and removal of the advising hold before their registration appointment;
- Have prompt enrollment as soon as their 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>);
- Apply for graduation on time.