Process Name: **Course at Capacity**  
Office of Instruction

### Full Enrollment Notification Email Sent
- A notification email--fullclass@eastcentral.edu--is sent to all appropriate parties when a course is at capacity.
- (The division chair/program coordinator initiates the email or is alerted by one or more of the above parties via email).

### Determination for Further Action Made, Options Explored
- The situation is evaluated by the chair/coordinator, who determines how to best address the capacity.
- Factors such as space, room, capacities, lab options and wait lists are considered.

### Solution Proposed
Possible solutions are reviewed by the chair/coordinator.

- **Section Opened**  
  When demand is high, a new section may be opened by the chair/coordinator for students.

- **Capacity is Raised**  
  - Split is considered.
  - An exception is made to allow extra students into the full course.

- **Wait List Created**  
  A waiting list is created for students who can enroll as spots open up; capacity is not raised.

### Parties Notified of Action via Email
- The Office of Instruction and registrar are notified of the solution by the chair/coordinator.
- The registrar takes indicated steps.
- Other impacted parties--advisors, other division chairs/program coordinators, faculty, satellite locations, bookstore personnel--are contacted via fullclass@eastcentral.edu.

### Instructor Chosen
- A currently employed full-time or adjunct instructor is chosen to teach the new section.
- OR -
- A new instructor is hired.

### Final Actions Taken
Next steps--which include alerting wait list students and advertising the availability of the new section/waiting list--are completed by the appropriate parties.

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**No Options Available**
- A current solution to the full course cannot be found.
- The registrar and other parties are notified via full class@eastcentral.edu.

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**Reviewed and approved**  
June 2014