Process Name: **Full Course Enrollment Prior to Classes Starting**

**Office of Instruction**

- **Faculty Member**
- **Division Chair/Coordinator**
- **Registrar or Advisor**
- **Learning or Testing Center Staff**
- **Satellite Location Staff**

**Full Enrollment Notification Sent**
- The division chair/coordinator becomes aware or is alerted by one or more of the above parties that a course is full.
- Notification is sent to the Office of Instruction.

**Determination for Further Action Made**
- The situation is evaluated by the division chair/coordinator, who determines how to best address it.
- Factors such as space, room, capacities and lab options are explored.

**Options Explored, Solution Proposed**
Possible solutions are reviewed by the division chair/coordinator and one of three is selected.

- **No Options Available**
  - A current solution to the full course cannot be found.
  - The registrar is notified of the situation.

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

- **Capacity Raised or Split Considered**
  An exception is made to allow extra student(s) into the full course.

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

- **Parties Notified of Action**
  - The Office of Instruction is notified.
  - The registrar takes action.
  - Appropriate parties--advisors, other division chairs/coordinators, affected area faculty, satellite locations--are contacted.

- **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.