Process Name: **Full Course Enrollment After the Start of Classes**
Office of Instruction

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**Student Wants to Add a Full Course After Semester Begins**
- After the first day of classes*, an academic advisor receives a student request to join a course that is already at full capacity.
- The student is sent to the course instructor.

**Request is Reviewed by Instructor**
- The current situation is reviewed and an initial decision is made by the instructor.

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**Request is Approved by Instructor**
- The *drop/add form (DAF)* is completed and signed by the instructor.
- The student is referred to the division chair, program coordinator or satellite director.

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**Request is Reviewed by Chair/Coordinator/Director**
- The student request is further reviewed by one of these parties in light of *full enrollment factors* including:
  - Space
  - Room
  - Availability
  - Lab options
  - Time frame of request

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**Request is Approved by Chair/Coordinator/Director**
- If the full enrollment situation is favorable, the DAF is accepted and signed by the appropriate party.

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**Approved DAF is Routed to Academic Advisor**
- The accepted form is also signed by the advisor.

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**Approved DAF is Forwarded to Registrar**
- The form is received by the Registration Office.
- All student/academic records and instructor rosters are updated accordingly.

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*The first day of classes is the official date the semester begins; not the first time a particular class meets.*

Reviewed and approved May 2014