

College of Arts and Sciences Pre-Enrollment Policy

This policy is intended for use in departments with classes that are heavily impacted by students seeking to fulfill Core Curriculum requirements and/or elective requirements in majors or minors outside the department offering the class.

Procedure for Pre-enrolling Declared Majors:

Department Chairs select certain class sections (not all sections) from the department's offerings in the forthcoming semester for pre-enrollment.

Department Chairs or EAs email their majors and minors by March 1st (or whichever weekday falls closest to March 1st) for fall pre-registration or October 1st (or whichever weekday falls closest to October 1st) for spring pre-registration.

Department Chairs submit (a) list(s) of students' names (first and last) and student ID #'s, organized by section, indicating course title, section number and CRN. (Please indicate if any of the pre-enrolled students are Seminarians).

Lists are sent to the Undergraduate Studies Coordinator, Devon Moraes (dmoraes@sandiego.edu), CC to Assoc. Deans Neena Din (ndin@sandiego.edu) and Ron Kaufmann (kaufmann@sandiego.edu) by March 15th (or whichever weekday falls closest to March 15th) for fall pre-registration or October 15th (or whichever weekday falls closest to October 15th) for spring pre-registration.

Rules:

Pre-enrollment is limited to declared majors and minors overseen by the Department Chair who is requesting pre-registration.

No more than 50% of the seats in any individual section can be pre-enrolled.

No one (1) student can be pre-enrolled in more than two (2) classes (with the exception of Seminarians).

Note: Exceptions to these rules will be considered on a case-by-case basis.