EDIT Priority Enrollment

**PE (Priority Enrollment):** Select PE for requesting Priority Enrollment. Refer to the General Rules and Policies Governing Courses of Instruction within the prerequisite area for PE instructions.

**NOTE:** Only courses already approved are allowed to request PE. first time request requires a program report and a data request to provide for the Committees.

- When PE is selected edit the course as required for the course information, course prerequisite, catalog description, and syllabus.
- Within the PE section it is required that the appropriate fields for “Requesting Priority Enrollment For The Course” is filled in.
- Select Yes for PE,
- Then select Yes or No; if the PE is a renew select Yes or if the PE is “new” select No.
- Then enter the PE justification, the PE Statement and Academic course program search from the Senate in the Enrollment Priority Statement and Departmental Factors Field.
- If the PE is a renewal then provide the answers to “d)” on page 9 and 10 of the General Rules and Policies Governing Courses of Instruction within the upload a file option for other departmental factors area provided in CRS.
- CRS will allow you to upload as many files as you want for providing a justification and for continuation for PE.
First time a course is requested for PR. All the fields need to be filled in with the appropriate information.

Example:
Renewing PE. All the following fields need to be filled in with the appropriate information.

Example:

Priority Enrollment

**ECON 104A** | INTERMEDIATE MACROECONOMIC THEORY
Course Code: ECON 104A
Course Title: Intermediate Macroeconomic Theory
Effective Term: FALL 2023
Course Type: Standard Course

**REQUEST PRIORITY ENROLLMENT FOR THE COURSE**

Request priority enrollment when a course is impacted and students are adversely affected. For policy information related to this selection, please visit the [Priority Enrollment Instructions](#).

- [ ] Priority Enrollment for the course
- [ ] Review Priority Enrollment?

**PRIORITY ENROLLMENT DETAILS**

The Priority Enrollment:
- First box below provide the justification.
- Second box below provide the Priority Enrollment Statement and the Departmental Factors (major that the course is listed in within the general catalog) from the Program Search (you may copy and paste the program directly from the enrollment form the Academic Senate).
- Please provide a justification for priority enrollment.

![Justification](image)

Upload a file for priority enrollment.

Drop file here or click to upload.

**RENEW PRIORITY ENROLLMENT DETAILS**

Demonstrate the positive impact the priority had on major students, therefore, meeting the goals of the instituting priority enrollment.

![Justification](image)

Document the continued need for priority enrollment with key illustrations that the issue still persists.

![Justification](image)

How the department has served the general population during the three year period of the priority enrollment.

![Justification](image)