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 Prioirty 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.

CHANGE, RESTORE, DISCONTINUE A COURSE

Search for the course you intend to Change, Restore, or Discontinue. In the Course Number/Title field enter the Subject Code and Course Number (ex. EDUC 050).

Course Number/Title		ECON 104A	Course Status				SEARCH

Course	Cross Lists	Course Titles	Status	Courses Related						
ECON 104A		INTRMDT MICROECON THRY	A	Click for Courses related	VIEW	EDIT	SPLIT	MERGE	PE	DISCONT

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:

COURSE INFORMATION

COURSE PREREQUISITE

CATALOG DESCRIPTION

PRIORITY ENROLLMENT

SYLLABUS

COMMENTS

ATTACHMENTS

COURSE SUMMARY - JUSTIFICATION

SUMMARY

Priority Enrollment

ECON 104A | INTERMEDIATE MICROECONOMIC THEORY

CROSSLISTINGS: none

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   ● Yes   ○ No

Renew Priority Enrollment?   ● Yes   ○ No

PRIORITY ENROLLMENT DETAILS

For Priority Enrollment:
First box below provide the justification.
Second box below provide the Priority Enrollment Statement and the Departmental factors (majors that the course is listed in within the general catalog) from the Program Search (you may copy and paste the programs directly from the email from the Academic Senate).

Please provide a justification for priority enrollment.

Upload a file for priority enrollment.
Drop files 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.

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

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

↩ PREVIOUS SECTION   NEXT SECTION ↪

9/14/2022 - MM