

Switching and Adding Policies for PSTAT courses PSTAT Fall 2017

It is a student's responsibility to plan their academic, extracurricular, and work schedules around courses they need to take.

If a student needs to switch sections because of a scheduling conflict, then it is at the discretion of the TA(s) to approve or deny the unofficial switch. Students will need to contact the TA of the section they are officially enrolled in and the TA of the section they would like to unofficially attend. The TA of the section that students would like to unofficially attend can decide if you will permit this.

As the TA you have the authority to deny switch requests. You can use your judgement based on the space and to ensure the course is not overenrolled.

In a course that offers multiple lectures (i.e. 120A, 120B, 126, 130, 171, 160A etc.)

- Students must attend a section that is attached to the lecture they are enrolled in. Students are not permitted to switch into, or attend a section attached to a lecture time they are not officially enrolled in.
- Students trying to attend a different lecture will need to drop the lecture they cannot attend and waitlist for the lecture time they can attend and follow the crashing procedures. A student trying to change lecture times runs the risk of not getting the course they need because we cannot guarantee a student waitlisting a course will be added.

For Crashers:

As the TA of the section, you ...

- 1) Will remind **ALL** students who would like to add your section that they **MUST** meet the pre-requisites and that there is **NO GUARANTEE** of them adding the course.
- 2) Will remind students that they must **CONTINUE** attending section and sign the crashlist in order to be considered for an add code. If they do not attend section, or notify you, please let me know ASAP.
- 3) Please use your roster to take attendance during the first section and mark:
 - 1) who was absent
 - 2) how many seats are available in your section

****STUDENTS MUST ATTEND THE FIRST SECTION.****

Students who **DO NOT ATTEND SECTION the first section, will not be considered for an approval code.*

You will have 5 kinds of students coming to section:

- (1) Students who have pre-enrolled in your section.

Students in this category are automatically in your section. Please mark present or absent. Students who do not attend the **FIRST** section, should notify you in advance of their expected absence.

It is important to keep track of who is coming to class so that we can open spots to those students that are crashing the course. Remember that you will also be giving me the number of available seats in your section.

- (2)** Students who have pre-enrolled in another section and wish to be in your section.
Students in this category must notify **you AND the TA from the section that they are enrolled in**, that they would like to unofficially attend a new section.

It is at the discretion of (you) the TA of your section, whether you are able to add the student requesting to attend your section.

**Please keep track of who would like to switch into and out of your section.*

- (3)** Students who are not pre-enrolled BUT are on the waitlist and crashing your section.

Please have these students sign your **“Crashers list”** sheet that I have provided.

Students who are on the waitlist have priority over non-waitlisted students, **BUT BEING ON THE WAITLIST DOES NOT guarantee them a spot in the course.**

- (4)** Students who have are NOT enrolled and are NOT on the waitlist.

These students have **LAST PRIORITY**, regardless of their class standing. Please have these students sign your “Crashers list” sheet that I have provided.

- (5)** Students who trying to enroll through **UCSB Extension**.

These students do not have access to GOLD and are unable to enroll online or add to the waitlist. To enroll in the course students need their paper enrollment form signed by both the instructor and the TA of the course. TAs should not sign the form if there is not room in their section, and should ask the student to please have these students sign the “Crashers list” sheet provided. If there is room TAs can sign the form and the students would take the completed form to the Extension office.