

# COLLEGE of CHARLESTON

DEPARTMENT OF  
COMMUNICATION

## CLOSED COURSES REGISTRATION POLICY

*Adopted:* April 3, 2006

*Revised:* November 7, 2007; May 16, 2009



This departmental policy explains the operation of the Department of Communication Waiting List, entrance into closed courses, and other processes relevant to course registration for departmental courses. This policy applies only to undergraduate course registration.

- Undergraduate courses are "closed" when students have registered for every available slot in those courses. Students who want to request registration in a closed COMM undergraduate course should complete the waiting list form available on the Department of Communication Web site on the "course offerings" page.
- The Associate Department Chair is responsible for administering the waiting list, subject to review and determination by the Department Chair. If the Associate Chair is unavailable, the Department Chair can answer questions about the waiting list.
- Waiting list requests are approved based on seat availability. Students who are nearing graduation usually are given higher priority than students who are several semesters away from graduation.

- Waiting list requests are not considered for students who are trying to swap one section of a course for another section of that same course.
- Waiting list requests for one section of a course are not considered when other sections of that course still have seats available. If seats are still available in a North Campus course section, waiting list requests for a Downtown Campus section of that same course will not be considered.
- Waiting list requests are not considered for students who already are registered for 16 or more semester hours.
- Waiting list requests are not considered for students seeking advanced course enrollment when they have not taken the necessary prerequisite course(s) or earned the required grade in a prerequisite course.
- Waiting list requests received after the beginning of the semester rarely are granted.
- Only courses with a COMM prefix can be requested using the Department of Communication waiting list.
- Transportation problems and student work schedules are not considered when making decisions about waiting list requests.
- Students only are contacted if their waiting list requests cannot be honored. Schedule changes appear on Cougar Trail for successful waiting list requests. No notice is given to students for waiting list requests that are still pending. Many waiting list requests are pending for six or more weeks, depending on the course that has been requested. For the fall semester, waiting list requests received in March sometimes are granted as late as August.
- Waiting list inquiries should be directed to the Associate Department Chair or the Department Chair. Individual faculty members have no information about the waiting list.
- Associate Department Chair or Department Chair approval is required for enrollment in a closed course section. Faculty members do not have the authority to enroll any undergraduate student in a closed course section without the permission of the Associate Chair or the Department Chair.
- Faculty members never have the authority to waive a course prerequisite. Faculty errors in the application of this policy do not obligate the Associate Department Chair or Department Chair to make exceptions to departmental policy.
- Students who have been dropped from their courses for non-payment of their accounts should use the waiting list to request registration in closed COMM courses.

Students who have lost their course schedules because of non-payment may have their graduation delayed.

Communication is one of the largest undergraduate majors at the College of Charleston. The Department of Communication has over 2200 undergraduate enrollments in the typical semester. Some COMM courses are difficult to enter prior to the senior year. Many COMM courses are not available in every semester. Please work with your advisor to plan your course schedule.

The Department of Communication makes no guarantee regarding the availability of any course during a specific semester or year. The Department of Communication has no obligation to modify its course or degree requirements to meet the graduation goals of a specific student. Such modification of course or degree requirements is highly unlikely.

Enrollment in each course section is limited by the nature and design of the course, rather than by the number of physical seats available in the assigned classroom.

This policy document is subject to change without notice. The Department Chair is responsible for the interpretation and application of this policy document. Changes in this policy document may be applied retroactively at the discretion of the Associate Department Chair or the Department Chair.