

Managing Your Course Enrollment



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General Information about Limited Enrollment Courses

- At the discretion of the department or instructor, any course (lecture, lab, studio, or seminar) may be considered a limited enrollment course.
- There is no single way to manage a limited enrollment course!
- With the introduction of the a new registration system and process, there are important changes you should be aware of and new tools for managing your course enrollment.



Important Registration Dates for Fall 2021

April 30: Any departments running a centralized application process, courses that use Preference Selection, and individual course instructors running an independent admission process prior to registration should notify students of their status by this date. If none of this is familiar to you, you can disregard!

May 3, 9:00am ET: Registration opens. Registration Worksheets (limited to 5.5 credits) and Canvas Worksheets (limited to 10 courses) will open for students, and you will start seeing students on your Canvas roster. Students are able to remove, add, edit course registration through the Registration Worksheet until registration closes.

Registration worksheet → Student

Canvas Worksheet → Visitor

June 4, 5:00pm ET: Registration Closes. Students will be locked from making changes to their registration until add/drop period in August. Students will be able to continue making changes to their Canvas Worksheets.

Changes

- Students no longer seal/submit a schedule; registration is live—once a course is added to a Registration Worksheet, the student is enrolled.
- Registration will take place through Yale Course Search for Yale College students.
- Every course has always had a maximum enrollment number in the past, but this number will now be enforced.
- Keys and Permission Tickets no longer an option; they have been replaced by Instructor Permission Required.



New Options for Managing Your Enrollment

Maximum Enrollment

- This number limits the number of YC students who can enroll in your course.
- You can change this number at any time before, during, or after the early registration period.
- Once this number is met, additional students cannot enroll, but they can request your permission, through Yale Course Search, to take the course and exceed the maximum number you have set.
- If you don't want to limit enrollment, choose a number higher than your expected enrollment.

Instructor Permission Required

- This is the most formal way to limit your enrollment.
- It is recommended that you set this up prior to May if you plan to use it, though it can be added at a later time as well. You may remove this at any time.
- Set up by your department registrar through CourseLeaf WEN.
- Once set, only students you have given explicit permission to can enroll. You will grant permission through Yale Course Search.
- The Yale College Dean's Office is recommending the following dates if you use this option:
 - May 24, 9am ET: Deadline for students to request permission
 - May 28: Deadline for instructors to grant or deny permission

New Options for Managing Your Enrollment

Reserving Seats

- You may wish to set aside seats for first-year students.
- One option is to set a lower maximum enrollment number for early registration and then raise it after early registration (June 4), which will make seats available to first-year students when they register in August.
- Another option is to use a new Reserved Seats function.
 - This can be set up by your department registrar.
 - It's an option to specifically reserve a specific number of your available seats for first-year students.
 - Example: maximum enrollment is set to 30, and you set up 10 seats as reserved for first-year students. 20 seats would be available for all other classes, and 10 seats would only be available to first-year students. If the 10 seats don't get taken, other students won't be able to take them, unless the Reserve is removed.



A group of four students are gathered around a table in a library, looking at a laptop screen. The background is filled with bookshelves. The image has a semi-transparent blue overlay on the left side and a semi-transparent red overlay at the bottom.

Using Instructor
Permission Required

EDIT PAGE

University COURSE SEARCH

Search Courses

Keyword

Fall 2020

SEARCH

ADVANCED SEARCH

Any Subject

Any School

Any Department

Any Schedule Type

Any Meeting Time

Any Yale College Credits

Any Final Exam

Instructor

☐ Exclude Times

EDIT

WORKSHEETS

COURSES I MANAGE

REGISTRATION WORKSHEET

Select a Worksheet...



Search Courses

Keyword

Fall 2020

SEARCH

ADVANCED SEARCH

Any Subject

Any School

Any Department

Any Schedule Type

Any Meeting Time

Any Yale College Credits

Any Final Exam

Instructor

☐ Exclude Times

EDIT

WORKSHEETS

COURSES I MANAGE

REGISTRATION WORKSHEET

Search Results

Found 3 courses

AMST 375 Asian Americans and U.S. Law

01 TTh 11:35a-12:50p M. Lui

ER&M 302J Asian Americans and U.S. Law

01 TTh 11:35a-12:50p M. Lui

HIST 102J Asian Americans and U.S. Law

1 01 TTh 11:35a-12:50p M. Lui

Search Criteria



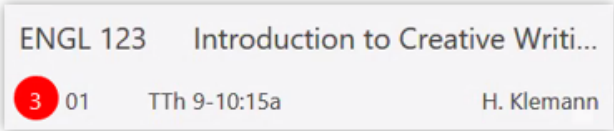





Term: Fall 2020

Courses I Manage

ENGL 123 - Instructor Permission Requests

Reset Search

Section 01, CRN 10040 in Fall 2021		SORT BY: Time Received		Sorting is grouped by status (Open, Approved, Denied, Registered)	
4/14 2:26p	Franklin, Benjamin C.	24	Undeclared-BA	Please type request to add course. Instructor will view what is submitted here.	
4/1 11:51a	Anthony, Susan B.	22	Ethics,Politics ...	I would like	
4/1 11:30a	Stiles, Ezra	24	English-BA	I am interes	
4/1 3:55p	Silliman, Benjamin A.	23	Undeclared-BA	Can I please	
4/6 11:16a	Tubman, Harriet	24	Undeclared-BA	This is anoth	
4/13 3:42p	Handsomest, Dan	24	Undeclared-BA	Please let m	
4/5 3:51p	Handsome, Dan A.	24	Ethnicity, Rac...	Please let me in to the course.	

Icon	Meaning
	Instructor: The student removed the course from their <i>Registration</i> Worksheet. This item needs no action.
	Instructor: Buttons with a red circle containing a number indicates there are items requiring action. The quantity of action items is indicated by the number.
	Instructor: A class with a red circle containing a number. The circle indicates there are action items for that class. The number indicates the quantity of action items.
	Instructor: The request is pending a response from the instructor.
	Instructor: The instructor has approved the request but the student hasn't yet registered for the class.
	Instructor: The instructor has approved the request and the student has registered for the course. The instructor cannot change or revoke their approval.
	Instructor: The request has been denied.
	Instructor: Click the envelope icon to initiate a new email to the student.

Planning for Fall 2021

- Make sure to communicate with your DUS and registrar about what options, if any, you would like to use.
- Check out <https://registration.yale.edu> for resources, directions, important dates, and other helpful information! The site is being updated with new content regularly.
- Communicate your plans to students using Canvas and the “Class Notes” section of Yale Course Search. You can add any text you would like about your class that will display under a “Class Notes” header YCS. Simply send the text to your registrar, and they will add it for you.
- Keep an eye out for announcements about August registration dates (first-year registration, add/drop).

THANK YOU & QUESTIONS

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