

Guide to Enrollment Limits, “Bin” Distributions, and Drop/Add Requests

- Enrollment Limits and Bin Distributions have the biggest impact during pre-registration.
- Drop/Add requests are only acted on during the drop/add period.

Pre-Registration At-A-Glance



- For more details about the pre-registration process, review the [Student User Guide to Pre-Registration](#).

Total Enrollment Limit

- The maximum number of students who can enroll in a course during pre-registration.

Bin Distribution

- In general, this represents the desired distribution of students in the class.
- An X bin = exclusion
 - Excluded students cannot enroll in a course during any phase of pre-registration.
- A 0 (zero) bin = eligible, but lower priority
- During the multi-step scheduling process, the system attempts to:
 1. Adhere to the bins
 2. Give priority to majors
 3. Fill all remaining seats that do not have an X (exclusion)
- During the adjustment period, as long as seats are available, anyone without an X can pick up the seats
 - EXCEPTION: Only Graduate students can claim graduate seats and only Undergraduate students can pick up graduate seats.

Bin Codes De-Coded

- FR = First-year students
- SO = Sophomore students
- JR non-major = Junior Non-Majors
- SR non-major = Senior Non-Majors
- JR major = Junior Non-Majors
- SR major = Senior Non-Majors
- GRAD = Graduate students

SECTION 02					
Additional Requirements and/or Comments: Same as Section 01 Above					
Instructor(s): Teneyck, Kate Times: ...TR: 06:00PM-08:30PM, Location: AWK5105,					
Total Enrollment Limit: 25		SR major: 0	JR major: 0		
Seats Available: -1	GRAD: X	SR non-major: 3	JR non-major: 4	SO: 9	FR: 9
Drop/Add Enrollment Requests					
Total Submitted Requests: 14	1st Rank: 3	2nd Rank: 6	3rd Rank: 1	4th Rank: 1	Unranked: 3
SECTION 03					

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Permission of Instructor (POI) Courses

- All POI courses require the permission of instructor to enroll in the course.
- There are no bin distributions.
- An approved POI request is a guaranteed spot in the course
 - If approved during the planning period, the course will be added during the scheduling process.
 - If it’s approved during adjustment or drop/add, students must take action to add it to their schedule.

POI During Pre-Registration

- Instructors can act on POI requests during pre-registration
- Approved courses can be added to students’ schedules during this time.
 - If approved during the planning period, the course will be added during the scheduling process.
 - If it’s approved during adjustment or drop/add, students must take action to add it to their schedule.

POI During Drop/Add

- Students can submit ranked drop/add requests for these courses during pre-registration.
- Instructors can begin approving requests once drop/add opens.

Drop/Add Enrollment Requests

- Drop/Add occurs during the first two weeks of each fall and spring semester.
- All course enrollments during drop/add are instructor discretion.

Ranked Drop/Add Requests

- During pre-registration, students can submit up to four, ranked drop/add requests.
- These requests will push into the drop/add system for them.

Unranked Drop/Add Requests

- Once drop/add opens, students can resume submitting drop/add requests, which record as “unranked” requests.

Instructor Action

- Approval of drop/add requests are entirely instructor discretion.
- Instructor may take ranked enrollment requests into consideration.

Student Action

- If a drop/add request is approved, students must take the necessary action to add the course to their schedule.

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