

THE LIMITED ENROLLMENT LOTTERY

Spring Semester 2008

If you want to take one or more limited enrollment classes, you must complete the limited enrollment lottery form. The Lottery tries to allocate fairly the places available in limited enrollment classes. PLEASE NOTE: You **must** complete your limited enrollment lottery form and turn it in to Charlene Carpenter by **12:00 noon, Fri. Nov.16**, if you want to participate in the lottery. *Please don't forget to write your name and indicate your class on the form. You may submit only ONE form; multiple forms for the same student will not be considered. You may, however, stop by Charlene's office and replace your original form should you find you need to adjust your preferences.*

IMPORTANT NEW CHANGE! In the past, a student could hold places in two limited enrollment classes and could be wait-listed for others irrespective of whether the classes conflicted in time. Under the new on-line system, a student CANNOT be registered for two classes meeting at conflicting times.

When the lottery is over, Charlene will "register" the students who secured places in the limited enrollment classes for those classes using the University's system. However, since THE UNIVERSITY'S ON-LINE REGISTRATION SYSTEM WILL NOT ALLOW CHARLENE TO REGISTER ANY STUDENT FOR CLASSES THAT CONFLICT, you must indicate "real" preferences between limited enrollment classes meeting at conflicting times. If your preferences require explanation or comment, the lottery form provides space for telling Charlene what you want her to do.

Here's how our lottery system works: The lottery forms of all third year students requesting limited enrollment classes are placed in random order. The first student's form is drawn, and that student receives his or her first preference; forms continue to be drawn and students receive their first preferences as long as a preferred class has not reached its limit. When a student's first preference cannot be satisfied, the student's second preference is satisfied; if both first and second preferred classes are filled, an unusual occurrence in the first round of the lottery, the student's third choice is satisfied.

After all third year students have been considered in the first round of the lottery and their highest possible preferences satisfied, the forms of those requesting a second limited enrollment course are randomized again, and the process is repeated until all third year students' preferences have been reviewed and satisfied if possible.

Only after all third year students have been placed are second year students' preference forms considered. The process is the same, except, of course, there are fewer available positions in the classes.

If there is only one limited enrollment course you wish to take, you should indicate as your second preference "wait-list" for that course. In this way, if the course is filled when your name is drawn, you will be assigned to the highest available position on the wait-list.

If you wish to take more than one limited enrollment course, you must decide whether, as a second preference, you would rather be wait-listed for your first preferred course or assigned, if space is available, to your second preferred course.

Example: Let's say you wish to take Class #1, and your form is drawn after the class already has reached its limit. If you indicate "wait-list" for Class #1" as your second choice, you would be assigned to the first available position on the wait-list.

If, however, you indicate as your second choice "Class #2" and positions are available in that class, you would be assigned to Class #2, and your form would be set aside, and you would not be given a place on the wait list for class #1.

You could still be on the wait-list for Class # 1 if you indicate as "Choice # 3" on the form to be wait-listed for Class # 1, but that choice would not be considered until your form comes up again in the next round of the process. Charlene will satisfy only one preference per student per lottery round.

Wait-listing is NOT automatic. You will be wait-listed for a particular course only if you so request. If you have questions about the lottery, please see Charlene Carpenter or Associate Dean Watts.

Note to students submitting lottery forms where more than one section of a course is being offered. Once you are selected for a section of a course, you are no longer eligible for a position in, or on the wait-list for, a second section of that course. In the interest of fairly allocating the limited number of positions in these courses, we have adopted this policy so that Student A will not be able to occupy two class positions for the same course while numerous students are wait-listed. *If you do not list a section, Charlene will assign you to a section (and usually the less popular section to try to keep enrollment as even as possible).*

Also note: The drop/add period for limited enrollment classes will end one week from the first day of classes. Charlene will send an e-mail to you if an opening becomes available; you have 24 hours to reply to that email. If she does not hear from you, the next student on the wait-list will be notified, and you will NOT get the class.