FAQ

**When does the scheduling program open and close?**
This year, the program will open on February 29 and remain open until March 14. During this two-week period, eligible seniors will be able to enter the program and submit a list of specific preferences for courses from May 9 – August 26, 2016. Each preference consists of a specific course in a specific time block. The program then closes for a consistency check by the Office of Student Life and an algorithm runs to assign students to courses based on preferences. It re-opens briefly for students to drop duplicates. A duplicate is the same course in two different time slots or two courses in the same time slot. The program will then re-open for drop-adds for the window of May – August.

**How does the scheduling algorithm work?**
The algorithm starts with each individual course and the number of slots available in the course in each time block. If Course#1 has 4 available slots and 4 students rank it their first choice, all 4 students will be assigned to the course. If more than four students rank it #1, a random number will select 4 of them to be assigned. If only 2 students rank #1, it will move to students who have ranked the course #2, etc.

**Should I rank the same course in different time slots or use my stronger preferences on different courses?**
There is no right answer to this question. It depends on the individual student’s need to a particular course. If the student feels that they must complete a course within a particular time period, they are allowed to rank the course in different months in that time period.

**What about courses after August?**
The scheduling system will re-open for a similar process for courses in the Fall Semester (September through December) starting on July 4. It will re-open again October 24 for courses in the Spring Semester (January through May).

**What about two week courses?**
Some two week courses will be available in the first round. More two week courses will be added in the second two rounds.

**What about research courses and externships?**
These courses will not be in the initial “lottery” because there is no limit to the number of students who can enroll in the courses. They will appear in the system when it re-opens for the drop/add period. Most of these courses require the signature of a course director and this will be noted in the scheduling system when
the courses are shown. It is imperative that students are registered in research courses and externships prior to the start of the course. Retroactive registration is rarely approved.

**Can I drop a course anytime?**
No, courses can only be dropped when it is greater than one month from the start of the course. The scheduling system “locks” the course at this point so that the student/user cannot drop or add a course. Special exceptions must be approved by both the course director and the director of electives, Dr. Tai Lockspeiser. After approval this will be forwarded to the Office of Student Life who will process the change.