

## **Online Discussion/Lab Section Selection for Yale College Fall 2009**

On-line discussion/lab section selection is an extension of Online Course Selection, the process used by Yale College students to register for courses. When students select courses with sections, the registration system will inform them of the need to select a section. The system provides the list of meeting days and times, the locations (if known), and the number of available seats for each section.

### **Instructor role:**

Instructors may choose to open online section registration on the first day of registration or several days into the term. If no preference is indicated, the default is the sixth day of classes in the fall term and the fifth day of classes in the spring term.

The list of section meeting days and times must be submitted to the FAS Registrar's Office no later than **9:00 am on Tuesday, September 1 for the first opening or 9:00 am on Tuesday, September 8, for the second opening**. Instructors should use the Discussion/Lab Section Form provided by the FAS Registrar's Office to submit the list of sections (available on-line at [http://www.yale.edu/sfas/registrar/Disc\\_Sect\\_Form.doc](http://www.yale.edu/sfas/registrar/Disc_Sect_Form.doc)).

Changes, including adding or deleting sections, may be made throughout the course selection period.

Enrollment statistics and discussion section lists containing the names of students will be made available on line at [https://www.sis.yale.edu/buildings/ocs\\_ds\\_stats.pdf](https://www.sis.yale.edu/buildings/ocs_ds_stats.pdf).

### **Student selection process:**

On-line Course Selection opens on Friday, August 28. Discussion and lab sections will become available for selection at **8:00 AM on Wednesday, September 2 for the first opening and Wednesday, September 9 for the second opening**.

Each student will have the option of selecting only one seat in a section. If there are no seats available for a desired section, the student may choose to be placed on the "waitlist" of that section. When choosing the waitlist option, the student will receive his/her numerical placement on the list. Any student who selects a course with online discussion sections will not be allowed to finalize his/her schedule without having a confirmed seat in a section. Thus, in order to finalize their schedules, waitlisted students must either select available seats in other sections or drop the course from their schedules entirely.

In the event that sections are added or deleted during the selection period, students who have added the course to their online schedules and have not yet finalized their schedules will receive automated notifications of any section changes via email.

Students who have finalized their schedules and wish to change sections must do so in writing either using the Final Course Schedule or the Course Change Notice. Please refer students to their Residential College Dean's Office for assistance with this process.