Online Discussion/Lab Section Selection for Yale College, Spring 2014

Online discussion/lab section selection is an extension of Online Course Selection (OCS), the system used by Yale College students to register for courses. When students select courses that have sections, OCS informs them that they must select a section. The system presents a list of meeting days and times, locations (if assigned), and the number of available seats in each section.

Instructor’s role:

Instructors submit to their departmental administrative contact the Discussion/Lab Section Management Form to indicate whether their courses will participate in online section registration and, if so, whether to open online registration on the first day of classes or several days into the term. If no preference is indicated, the default is the fifth day of classes. For spring 2014 the deadline for instructors to submit the top half of the form is December 19; the deadline for the bottom half of the form is January 6 for first-day section selection and January 13 for fifth-day selection.

Departmental registrar’s role:

Departmental registrars and DUS assistants enter data from the Discussion/Lab Section Management Form into the online Teaching Fellows Section Management tool. Changes, including adding or deleting sections, can be made throughout the course selection period. For spring 2014 the deadline for registrars to enter information from the top half of the form is January 6; the deadline to enter information from the bottom half of the form is January 9 for first-day section selection and January 15 for fifth-day selection.

Student selection process:

Online Course Selection opens on Friday, January 10. Discussion and lab sections will be available for selection on Monday, January 13, or Friday, January 17, depending on the selection made by the instructor.

Students may select only one seat in a section. If there are no seats available for a desired section, students may choose to be placed on the waitlist of that section; they are notified of their place on the waitlist. Students whose course schedule includes a course with discussion or lab sections will not be allowed to finalize the schedule without having a confirmed seat in a section. Thus, in order to finalize their schedules, waitlisted students must either select an available seat in another section or drop the course from their schedules.

If sections are added or deleted during the selection period, students who have added the course to their online schedules but have not yet finalized their schedules will receive an automated e-mail notification of any section changes.

Students who have finalized their schedules and wish to change sections may move only to a section that has space available. They must make the change in writing, using either the Final Course Schedule or the Course Change Notice. Students can contact their residential college dean’s office for assistance in changing sections.