

## ***Freshmen seat reservation policy and procedure, 2009***

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Registration Services  
E205 Martin Hall  
Clemson University  
864.656.5282

### **I.**

#### ***Why does Clemson reserve seats for new students?***

Clemson University reserves seats for new freshmen and transfer students in order to give them the courses needed to fulfill the requirements of their first semester curriculum maps with as much flexibility as possible. Projections for new students are calculated from data provided by the Office of Admissions as well as historical data. The seat projections are sent to each department's Registration Coordinator via email prior to early registration for continuing students so that adequate reserves can be made in CRSM by the published deadline. The total number of freshmen reserves should be divided among all offered sections for maximum scheduling flexibility. Please ensure that your departmental contact/Registration Coordinator information is always current with Registration Services.

Our goal is to seat all new students in courses required for their major. Each department should be prepared to make the appropriate amount of seats available prior to early registration for continuing students. Issues with funding and/or faculty that could prevent your department from offering adequate seating should be directed to the Dean of Undergraduate Studies, Dr. Jan Murdoch in E101 Martin Hall. Such issues should be raised as early as possible to ensure adequate time for resolution.

#### ***How does the seat release system work?***

Based on the enrollment projections from Registration Services, each department's registration coordinator enters the reserve amount for each course. The total number of seats to reserve should be dispersed over all sections offered. We recommend offering more than one section of high demand courses for scheduling flexibility.

Once Registration Coordinators have entered freshmen reserves into CRSM, Registration Services "locks down" all courses containing freshmen seats so that these numbers remain consistent until freshmen orientation begins in June. Any changes to capacities or reserves to courses with freshmen seats must be done through Registration Services. You may call or Email Kelly McDavid with these requests, although decreases in freshmen seats in a section should be offset with additional seats in another: 656-5282 or [mcdavid@clemson.edu](mailto:mcdavid@clemson.edu).

Prior to the registration period for each orientation, the system releases an equal (or near as possible) amount of seats for each section of each course included in the freshmen seat mix. In example: if there are 100 seats reserved for ENGL 190 and there are 10

orientation sessions, then 10 seats will be released for each orientation session. You will notice the change in the department capacity and freshmen desired with each seat release. After the first seat release job is run, the information for your courses with freshmen seats will change in CRSM:

- The department capacity will be equal to currently enrolled + number of seats released for that orientation session
- The “freshmen desired” field will show only freshmen currently enrolled + number of seats released for that orientation session
- These numbers continue to change throughout the orientation season. They will not appear “normal” again until after the final orientation session in August.

*We strongly suggest keeping a record of your original department capacities and freshmen desired for each section so that you may refer to them as necessary throughout the summer. (You must get this information **BEFORE** it changes with the first orientation session.)*

### ***TBA Sections***

TBA—*To Be Announced*—sections of traditionally high demand courses can be used by departments to provide enrollment options for new students when the number of seats released is not sufficient to accommodate the number of students attending a particular orientation session. The TBA section allows the student to enroll in the course and be considered full-time for insurance, scholarship, and tuition purposes. TBA sections can be used by any department—in addition to the suggested seat reserves—with the understanding that these students must be either moved to an existing section or placed in a new section that does not conflict with the student’s current schedule. The *Section Migration* tool can help you identify optimal times for new sections and/or move the students out of the TBA section. All TBA courses should have the section number 099.

TBA sections should always be capped at 0 until other sections become full and the TBA section is needed for over-flow. The department capacity should be reset to zero immediately after the registration session is over.

### ***Request Logs***

We do not allow the use of request logs for freshmen orientation. You may use the TBA section as an alternative, but you will be responsible for moving any students enrolled in a TBA section to a regularly scheduled section that fits the student’s schedule—in a *timely fashion*.

Transfer students are allowed to use request logs during orientation if necessary. However, we strongly encourage all transfers to register in M1 Martin so that we can assist them in enrolling in classes that are not generally reserved for freshmen.

### ***Registration Start Times***

We do not allow students to register prior to their published registration start time. There are no exceptions to this policy. Please do not have students or parents call Registration Services with this request. You should advise them to register on TigerWeb at their earliest convenience after their registration window opens with the username and password given to them at orientation.

### ***Registration Blocks***

To provide more equitable access to reserved seats for incoming students, Registration Services places the R04 Registration Block on students that have attended orientation. This block prevents students who have already had a chance to register from dropping and adding until all regular sessions are complete. All new students' R04 block will be reinstated prior to August orientation sessions. Full drop/add activity resumes for all new students following the last orientation session.

### ***Changes to Department Capacity***

At any time during the orientation season, if you call Registration Services to have the capacity on any course with freshmen seats increased—or changed in any way—you are responsible for calling prior to each subsequent seat release (2<sup>nd</sup> day of freshmen orientation sessions and the morning of each transfer session) so that the capacity can be increased or changed again (the system resets capacities with each release). Registration Services can not be responsible for keeping track of every capacity for every class with freshmen reserves. Sending a reminder to Kelly McDavid via Email or voice mail is sufficient: [mcdavid@clemsun.edu](mailto:mcdavid@clemsun.edu) or 656-5282.

### ***Adding Students to Classes with Freshmen Seats***

At any time during the orientation season—once courses have been locked down—if you add a student to a class that contains freshmen seats, you are taking a seat away from the freshmen or transfer students for whom it was reserved. Providing an adequate number of seats for continuing students during early registration would help decrease those requests. Ultimately, both continuing students and new students expect—and deserve—the ability to enroll in required classes during their published registration window. Please direct issues pertaining to your department's ability to carry out this agenda to the Dean of Undergraduate Studies, E101 Martin Hall.

### ***After orientation is over...***

Following the final orientation session in August, all remaining freshmen reserved seats become available for general consumption. The “lock-down” status of your courses is removed and you have full control of your courses once again. All R04 Registration blocks are removed and all students have full access to drop/add activity through the last day to add as published in the Academic Calendar.

## II

### *How do I know how many reserves to enter for each course?*

Registration Services sends each Registration Coordinator a spread sheet containing projections for all courses in the freshmen mix. All courses with freshmen seat reserves falling under the coordinator's area of responsibility can be referenced from this spread sheet.

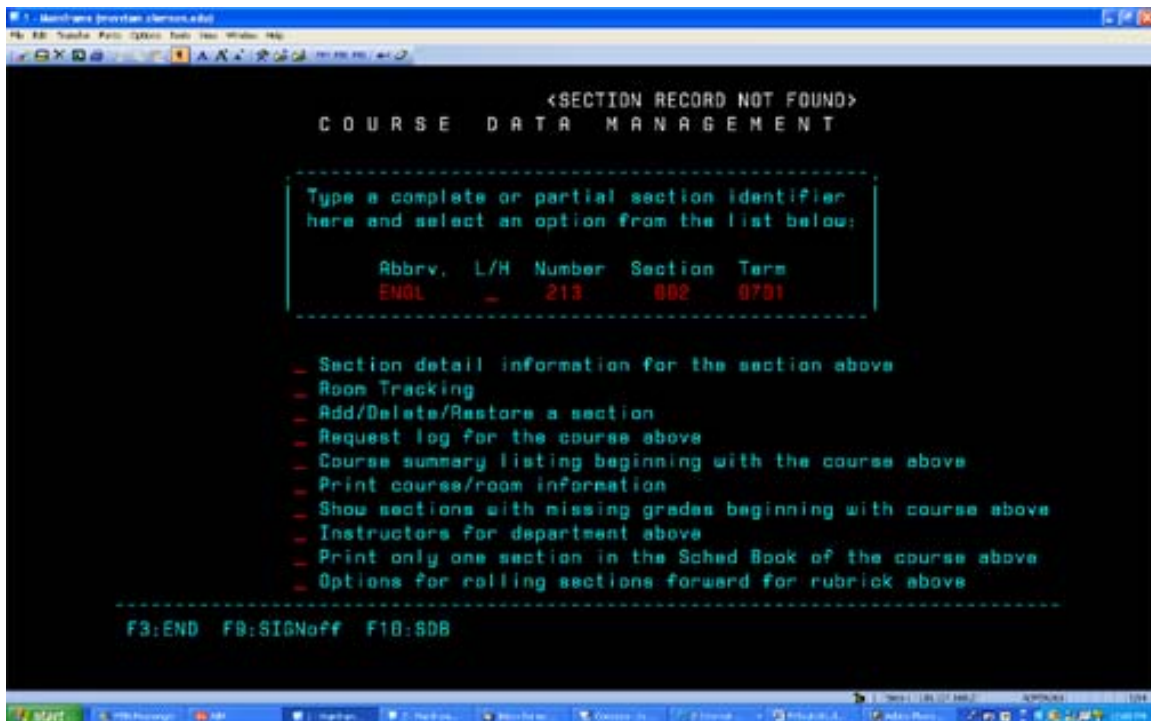
Please remember the importance of dispersing the total number of reserves across all sections of your courses with freshmen reserved seating. Please note that the total number projected on the spread sheet reflects the addition of 10% for scheduling purposes.

### *How do I enter freshmen seat reserves into CRSM? (visual representation below)*

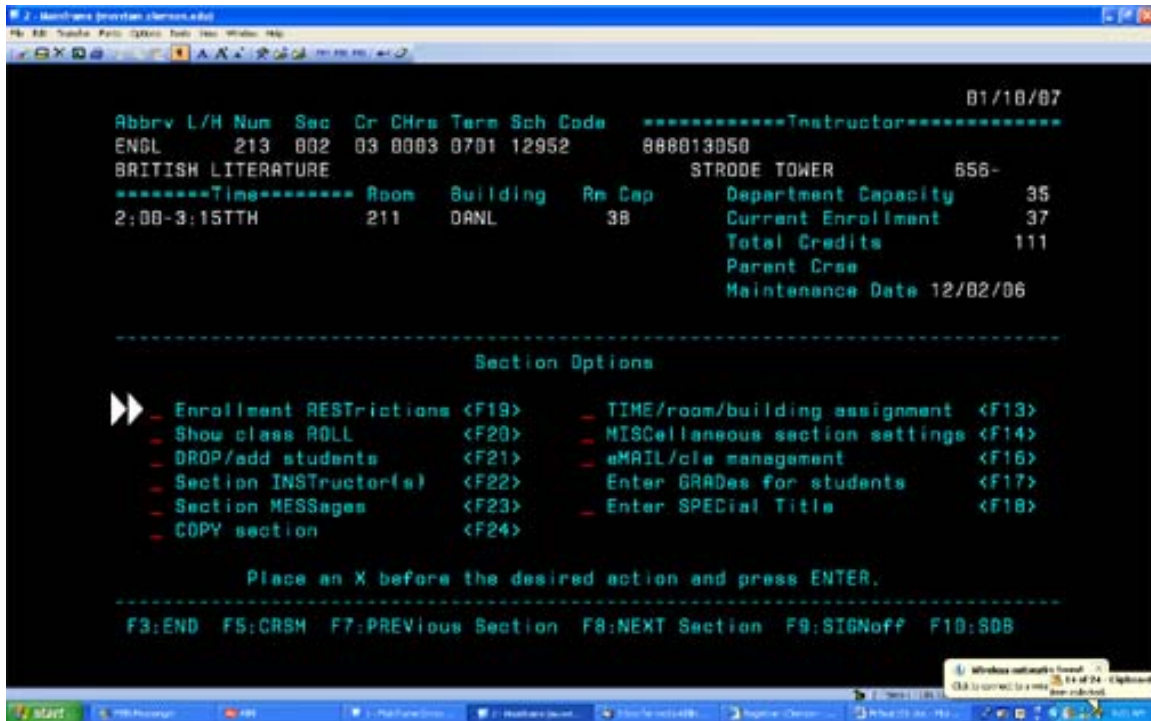
1. Enter the course and section number in the main CRSM screen and press ENTER
2. Select *Enrollment Restrictions* and press ENTER
3. Enter the number of seats to be reserved for that particular section in the *Freshmen Desired* field and press ENTER
  - Please note that the reserve number cannot exceed department capacity.

Enter course information in CRSM and press ENTER:

(These steps must be followed for EACH section of a course offered with freshmen reserved seating.)



Seat reserves are entered in the *Enrollment Restrictions* section in CRSM. Select *Enrollment Restrictions* and press ENTER:



Type the number of reserves into the *Freshmen Desired* field and press ENTER:

