

lab work, they should consult with the course instructor during their office hours to find out what work has been assigned. Work will not be marked until the student is officially registered.

If a student is able to register in the lecture before the 100% drop deadline but is not able to register in a lab, please refer to the next point regarding a student being registered in the lecture section, but not in a lab section.

After the 100% course drop deadline, if offered a place in the lecture, students should only proceed with registration if they can register in the lecture and a lab section. If students cannot find a lab section that works with their schedule, then they should not proceed with registration.

Students must be officially registered in the lecture section and a lab section. If only one lab section works for their schedule, and it is full, then they have two options: 1. Wait to see if a spot opens

permissions. If the student has not received the necessary permissions by the 100% drop deadline, the department will drop the student from the course.

Increasing the enrollment cap for a course only occurs in the most exceptional of circumstances, and it will almost never occur if the course includes a lab component. Increasing the enrollment cap for a course can only occur with the express permission of the Department Chair, and the request must be made in the form of a memo from the course instructor to the Chair explaining why the circumstances warrant a course enrollment increase. If the physical infrastructure (e.g. chairs, desk space, lab equipment) does not permit additional students, then the enrollment increase request will not proceed due to safety concerns (fire code).

If the course has a lab component, then all lab instructors must give their express consent to takt2 9reW*ñBT/ q0.00000