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| Title: Irregular Enrollment | Policy No: 6.9 |
| Category: Registration/Record | Effective: Fall 2004 |

Policy Statement: A CRN may be created for an individual student upon request from the academic chair/school director and approved by the dean of the college and, in the case of graduate courses, dean of the Joe C. Jackson College of Graduate Studies (JCGS).

- a. Both regular and common course numbers can be used in irregular enrollment when the course content is the same as if the courses were offered within the normal schedule.
- b. Course titles on regular courses may not be changed through irregular enrollment. (See academic terms for common courses and regular courses at [Academic Terms](#) .)
- c. A CRN's "method of delivery" will be indicated as independent study; however, "method of delivery" is not indicated on a student's transcript. CRN's with independent study as the "method of delivery" are not calculated as part of the faculty load.
- d. All courses except internships must conform to the regular semester/term (spring, summer, and fall) dates. The start and end dates for internships must conform to guidance in Academic Affairs Policy 2.3.
- e. Irregular enrollments should be processed and the student enrolled by the third week of the semester.
- f. Irregular enrollment is generally not an appropriate solution to a time conflict of 5 – 10 minutes. For circumstances of a limited time overlap, see the "Scheduling Conflicts – Overlapping Classes" policy at <http://www.uco.edu/academic-affairs/files/policiesandguidelines/6registrationrecord/6.2ScheduleConflictsOFFICIALrev.pdf>

Background:

Purpose: Irregular enrollment is designed to accommodate a number of circumstances when a course is not listed in the current on-line schedule of courses.

Related Procedures:

Point-of-Contact for Academic Affairs: Associate Vice President for Enrollment Management/Registrar

Policy approved by the Vice President for Academic Affairs on June 16, 2004.

Key Words: Irregular Enrollment