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