DEPARTMENTS OF ART AND THE HISTORY OF ART
UNIVERSITY OF CALIFORNIA, RIVERSIDE

CHASS UPPER DIVISION UNDERGRADUATE (100-LEVEL) COURSE ENROLLMENT

All CHASS upper division undergraduate (100-level) course enrollments require permission of the instructor and the Graduate Coordinator. Permission to enroll in 100-level courses (lecture, seminar, studio, workshop, etc.) is managed by CHASS Enrollment Management staff. **All course enrollments should be finalized by 12pm on Friday Week 2 each quarter.**

- Meet with your Graduate Coordinator and Faculty/Thesis Advisor to confirm your planned class schedule. They will approve any upper division/100-level courses you intend to take.
- Email the course instructor to obtain written approval to enroll in an upper division/100-level course.
  - Example: 'Dear Prof. XYZ My name is ABC. I'm writing to request permission to enroll in your AHS 123 lecture/studio/seminar for Fall 20XX.'
  - Start a separate email chain for each course enrollment request. For privacy, *please do not include a course enrollment request in an ongoing email conversation with the instructor.*
- Complete a separate CHASS Enrollment Request Form for each 100-level course you plan to take.
  - Enter the name of your Graduate Coordinator in the 'Major Academic Advisor' field to indicate Graduate Coordinator approval.
  - Screenshot the instructor's approval email and attach to the form where indicated.
- You will receive a confirmation email from an Enrollment Manager within 48 hours.
  - Enrollment Managers add permission to enroll in requested courses to your R'Web profile. **They do not enroll you** in the requested course(s).
  - You are responsible for confirming that your enrollment is accurate each quarter.
- Enroll or waitlist yourself in the course on R'Web.
  - If there are open seats in the course when you receive permission confirmation from Enrollment Management, login to R'Web and register as normal at your appointment time.
  - If the course is full when you receive permission confirmation from Enrollment Management, you will be waitlisted in first-come, first-served order regardless of class standing or status.
    - As seats become available, waitlisted students are notified by email one at a time that it is their turn to enroll in the course.
    - Student A has 24 hours *from the time the notification email is sent* to enroll or decline.
    - If Student A takes action within 24 hours, Student B will be notified immediately after Student A makes their selection, and so on down the line.
    - If Student A does not respond to the waitlist notification within 24 hours, Banner will automatically notify Student B and repeat the process until all seats are full or the waitlist is empty.
    - **There are no exceptions to the waitlist policy for graduate students. Being placed on the waitlist does not guarantee course enrollment**.
  - If the 100-level course requires Concurrent Analytical Studies (292) registration for graduate credit, contact the Graduate Coordinator for the department of the 100-level course to confirm that the appropriate 292 registration is added to your schedule.