

Granting Students Special Permission to Enroll in Courses

It is important that you and students understand that by granting them Special Permission to enrol in your course without (or concurrently with) the pre-requisites, you ARE NOT actually enrolling them in your course, nor are you guaranteeing that they will get into your course, which might be full by the time they have access.

When you grant students Special Permission to enroll in your courses (either concurrently with the prereqs or without some or all of the prereqs), please use phraseology 1 or 2, respectively.

1) *"I give you permission to enroll in insert your course # here without the prereq(s) insert prereq course #(s) here, space permitting. Please forward my reply to psycouns@uwo.ca and they will let you know as of which exact date this permission will be effective and what you need to do next."*

OR

2) *"I give you permission to enroll in insert your course # here -----concurrently with the missing prereq(s) insert prereq course #(s) here, space permitting. Please forward my reply to psycouns@uwo.ca and they will let you know as of which exact date this permission will be effective and what you need to do next."*

Asking for students' transcripts:

To help you decide whether or not to grant students Special Permission, it is perfectly acceptable to ask to see a copy of their transcripts. While they are not obliged to provide it for privacy reasons, neither do the Instructors have to give permission without knowing about the student's academic performance. This is clearly articulated in our detailed instructions to students on seeking Special Permission

http://psychology.uwo.ca/undergraduate/course_information/special_permission_instructions.html.

You are encouraged to familiarize yourself with these instructions as well.

What happens after you grant a student Special Permission?

1. The student FORWARDS your email to Ramona Fudge at psycouns@uwo.ca. Students are specifically instructed NOT to cut and paste your reply into another email.

2. Ramona sends notice to the student's HOME Faculty's Academic Counselling Office informing them of the details of the Special Permission (along with any details of enrollment date restrictions) and requesting that the Special Permission be entered on the student's record. At this point Ramona also replies to the student saying that the Special Permission will be processed over the next 5-7 business days, and informs the student to monitor her/his Student Center account daily to see if the Special Permission has appeared on her/his record and once it does show up, she has instructed the student as to what their next step is. This *does not* mean that the student is enrolled in the course.

3. The student's Home Faculty's Academic Counselling Office records the Special Permission. (Again, this doesn't mean that the student is enrolled in the course)

4. Once the student sees that the Special Permission has now appeared on her/his record, then from that point onwards (and only that point onwards), the student MUST contact the Registrar's Helpline to actually enroll in the course and section for which the student received special permission. Ramona has already informed the student via e-mail of all of this in Step 2 above.

Instructions regarding courses (or course sections) sections that are full.

Typically, you can expect at least 10% attrition. If your class has hit its enrolment cap but is still safely below the room capacity, then you certainly may (and are encouraged to) increase the enrolment cap by that amount. But for courses that consistently remain full and you do not want to increase the enrollment cap, you can simply direct students to the instructions on our Undergraduate Course Information webpage

http://www.psychology.uwo.ca/undergraduate/course_information/special_permission_instructions.html

Here is a sample response to a student's request to enrol in a course filled to capacity:

"Dear,

Thank you for your interest in taking (insert Course name and #). I appreciate your frustration at being unable to enrol due to lack of space. Please see the Special Permission Instructions (including procedures for courses that are full) at

http://psychology.uwo.ca/undergraduate/course_information/special_permission_instructions.html ."

You may want to keep some kind of wait list for the students who have contacted you. Those of you willing/able to exceed your enrolment cap (again, you can expect about 10% of students to drop your course), can then add:

"If you are absolutely unable to enrol despite constantly checking for space, then during the last 2 days of registration please send me an email and I'll see at that point if I can give you Special Permission to forward to psycouns@uwo.ca, but there are no absolute guarantees. It is always best to check several times a day to see if a spot happens to become available, and to quickly enroll."

Priority Enrollments

Many of you teaching 2100+ course may be contacted by students, who, despite having the prerequisites, may get something like this error message when they try to enrol via Student Center: "Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements." The issue is that they are in modules that do not give them 'first dibs' on your course

So, even with the Prerequisites or your Special Permission, students still have to abide by the above priorities.

You can check the enrolment priorities for your course(s) via the Academic Timetable:

<https://studentservices.uwo.ca/secure/timetables/mastertt/tindex.cfm>

Course prerequisites and antirequisites are listed in the Academic Calendar:
<http://www.westerncalendar.uwo.ca/2015/pg954.html>

Checking your course (AND tutorial/lab) enrollments

1. Go to the faculty extranet website:(<https://www.extranet.uwo.ca/extranet/secure/default.cfm>)
2. After logging in, click on "class lists" in the left hand column
3. Scroll down to "Instructor-Specific courses" and click on your course (Note: The term # for 2015/16 is 1159).
4. Numbered photos of students currently enrolled in your class will appear.
5. For those teaching courses with labs/tutorials (Note: There might be an easier way to do this.):
 - On the Class list page, go to the right hand (i.e. "Class Drill Down") column.
 - Click on: Undergraduate (under Career); the relevant term (under Term); Psychology (under Subject); your course # (under Course), TUT (under Component), and then select the tutorial/lab (under Section).
 - It would appear that you will need to repeat the entire process to secure the list of students for each tutorial/lab.