Course Enrollment

Faculty may check the enrollment of their courses by visiting the Time Schedules.

For online access to class lists and grade and photo rosters faculty can visit the Registrar's website. This site requires a CNet ID login, and will allow you to view enrolled students as well as send a "fast message" to all students registered for the course.

Our 100 level (Core) courses are in extremely high demand. Because of this, the department has instituted an add/drop policy for 100 level courses that hopes to better manage undergraduate enrollment at the Core level. Each quarter, in every Core course, we will reserve 5 spots to go to students in need.

Procedures are as follows:

- No instructor of a 100 level course will sign pink slips.
- All students wishing to add a course during Add/Drop should be directed to see the Department Coordinator in CWAC 160.
- The Department Coordinator will collect pink slips Monday - Thursday of first week.
- If the number of students vying for a spot exceeds 5, the Undergraduate Program Coordinator and the Department Coordinator will determine who will get a spot in the class based on need (majors/minors) and faculty input.
- The Department Coordinator will notify students of the Department's decision on Friday of first week.

Some graduate level courses are also under enrollment pressure. Typically, these are courses in the Modern and Contemporary fields. For courses we expect to be over subscribed, we indicate in the Time Schedules that the course is open to Art History students and that others may enroll with instructor consent. If you expect your course to be oversubscribed, please notify the Department Coordinator.