

Online Discussion/Lab Section Selection for Yale College Spring 2012

Online discussion/lab section selection is an extension of Online Course Selection (OCS), the system used by Yale College students to register for courses. When students select courses with sections, OCS informs them that they must select a section. The system presents a list of meeting days and times, locations, if assigned, and the number of available seats in each section.

Instructors should use the Yale College Discussion/Lab Section Form provided by the Registrar's Office to submit the list of sections to the department registrar or administrative assistant by **December 15** and may choose to open online section registration on the first day of classes or the fifth day of classes in the spring term.

The form is available online at:

http://www.yale.edu/sfas/registrar/Disc_Sect_Form.doc

The department registrar or administrative assistant must submit the information on the upper section of the form through the Teaching Fellow Section Management tool no later than

Wednesday, December 21 at 5:00 p.m.

and the section meeting days and times no later than

Wednesday, January 4, at 5:00 p.m. for section selection that begins on the **first day** of classes

Tuesday, January 10, at 5:00 p.m. for section selection that begins on the **fifth day** of classes.

Changes, including adding or deleting sections, may be made throughout the course selection period.

During registration, enrollment statistics will be made available online at:

https://www.sis.yale.edu/buildings/ocs_ds_stats.pdf

Student selection process:

Online Course Selection opens on Friday, January 6. Discussion and lab sections will become available for selection at 9:00 a.m. on Monday, January 9, for the first opening and Friday, January 13, at 9:00 a.m. for the second opening.

A student will have the option of selecting only one seat in a section. If there are no seats available for a desired section, the student may choose to be placed on the waitlist of that section. When a student chooses the waitlist option, the student is notified of his or her placement on the waitlist. Any student who selects a course with online discussion sections will not be allowed to finalize his or her schedule without having a confirmed seat in a section. Thus, in order to finalize their schedules, waitlisted students must either select available seats in other sections or drop the course from their schedules entirely.

In the event that sections are cancelled during the selection period, students who have added the course to their online schedules but have not yet finalized their schedules will receive an automated email notification that the section has been cancelled.

Students who have finalized their schedules and wish to change sections may only move to a section that has space available. They must make the change in writing, either using the Final Course Schedule or the Course Change Notice. Please refer students to their residential college dean's office for assistance with this process.