Process Name: Special Section Creation
Date: November 16, 2005
Time: 10:37 a.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: During the registration process, students will request faculty to establish a special section of class to meet some special circumstance of the student. If the faculty denies the request, the process stops. If approved, the Department chair and Dean of the School must agree to the establishment of the section. Refusal by one or both stops the process. Once approved, the dean must appoint a faculty to teach the course, assign a room and time.

A Course Section Request Form must be completed and submitted to the Registrar. The section is then build in SIS and the student registered for the course.

Electronic Inputs: None

Manual/Paper Inputs: Section data is manually entered by staff.

Key Decision Points (list all): Is course really needed? Is there someone to teach, classroom available, etc.

Related Policy(s): Teaching load limits

Interface to Other Systems: None

Web Features: Course may/may not appear on web schedule.

Electronic Outputs: Class roster

Manual/Paper Outputs: None

Customer(s): Student

Regulatory Items: THECB minimum course enrollment guidelines.

Frequency/Volume: 10-12 times per registration

Potential Break Points: None

Automation: None

Issues: Registrar or VPAA often questions why some sections are created.
NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.