Process for Open/Closed Sections

The learning community has identified the curriculum and needs to determine if the section is open or closed.

Has the program given the division dean an expected enrollment count for the section?

→ NO → **STOP!** Talk to the division dean

→ YES

Does the expected enrollment meet at least half of the maximum seat count?

→ YES → Coordinate with the division dean and Enrollment Services Dean to close the section

→ NO → This section will remain open to the general student population

Students register for section (based on the cohort flag; IDs provided by program at census)

Continue to monitor student enrollment

1 to 2 weeks before the quarter begins

Did the section meet at least half of the max seat count?

→ YES → SUCCESS!

→ NO → **STOP!** Talk to the division dean

K. Harris and E. Kuo
Equity Programs
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