

Enrollment Essentials

From the Office of the Dean
AddRan College of Liberal Arts



Introduction

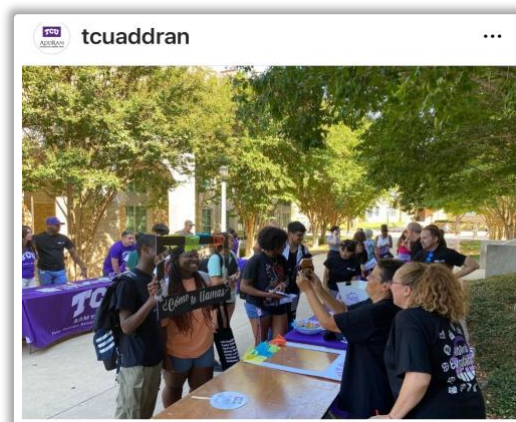
Welcome to Fall 2024! Helping our students be successful by ensuring they are in the right courses at the right time, are tracking their own degree progress in PeopleSoft, and are completing enrollment procedures in a timely manner is important to all of us. For this reason, we've put together what we hope is a handy reference sheet for faculty and staff as we all work together with students in the first couple of weeks of the semester to get them situated. Thank you for all you do!



AddRan ambassadors participating in a leadership workshop.

Intent to Graduate

If a student whose first major is in AddRan plans to graduate in December 2024 or May 2025, please encourage them early and often to file their intent to graduate before they finalize their schedules for fall 2024. The Dean's Office has sent e-mail reminders, posted QR codes around campus, and has the intent to graduate form available here on the website: <https://addran.tcu.edu/intent-to-graduate.php>. We are grateful for all the help we can enlist in getting our students to complete these applications as soon as possible. The earlier they get on our radar, the better. Advisors, please also check—and encourage students to check—student advising reports as you help them plan. Thank you.



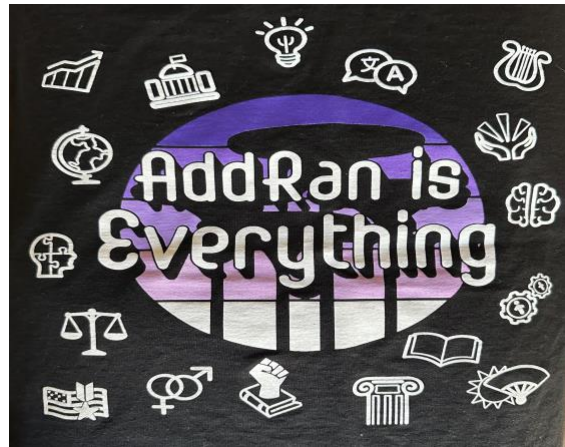
Students attending Welcome Back event, 2023.

Waitlists

Students who are on the waitlist will not automatically slip over into the course when a seat becomes available if (a) they are registered for another class at the same time (which they often are as a backup); (b) the addition of the class would push them over 18 hours; (c) they do not have the prerequisite for the class. If (a), ask students to drop the conflicting class. If (b), students will need to contact the Dean's Office to request an academic overload (see "Academic Overloads" on this document). If (c) and you still want to admit the student, the student will require a permission number. [Here](#) are instructions for students using permission numbers. Please do follow departmental policies in issuing the same.



Educating global citizens.



Academic Overloads

Any student needing to enroll in more than 18 hours for the fall semester must have the approval of the Academic Dean. If you are working with a student who needs more than 18 hours, please follow the following steps:

- 1) Ask students if their first major is in AddRan. If not, refer them to the Associate Dean of Undergraduate Studies for their college. Even if the class they need to add is in AddRan, enrollment exceptions have to run through the college in which students have their primary majors.
- 2) If a student's first major is in AddRan, please ask the student to use [this form](#) to request an overload. It should be filled out electronically and sent to Associate Dean Muriel Cormican: muriel.cormican@tcu.edu.
- 3) We do not encourage overloads unless there are significant reasons for them, e.g., a graduating senior is 3 hours short of 120 hours.

Late Adds

The last day to change enrollment for the fall semester is **Friday, August 23**. Though we discourage it, we realize that there may be situations in which a student needs to late add a class. If you are working with a student whose first major is in AddRan and who has verifiable and good reasons to late add, please follow the steps below. If the class is in AddRan but the student is a major in another college, the rules below do not apply, and the student should be referred to the Associate Dean of undergraduate studies in their college. Finally, please keep in mind that we will only process late adds after **August 30, 2024** in extreme circumstances.

1. If the student has their first major in AddRan, a late add begins with the instructor of the course—regardless of what college the course resides in. A student should (a) get permission from the instructor to late add the class; and (b) ask the instructor to please e-mail their approval to Associate Dean Muriel Cormican in AddRan. The approval e-mail has to come to Dr. Cormican directly from the instructor of record and must state clearly that late adding will not prevent the student from being successful in the class. The professor should copy the student on this message.
2. Once students see that this e-mail has been sent, they can take step 3 below.
3. E-mail Dr. Cormican (muriel.cormican@tcu.edu) and send all the following information:
 - A clear statement that the student is requesting a late add.
 - Student's full name and TCU ID# as they appear on TCU documentation.
 - The course number and name with the section number, days and times, **AND the 5-digit, unique identifier** for the class (far left on class search).



Celebration of Student Research.

Directed Studies

If you need to add a new course for a student who will be taking the course as a directed/independent study, here are the steps to follow:

1. Together with the student, the faculty member should fill out the [Directed Studies form](#).
2. Create a skeleton syllabus that includes (a) a course description; (b) list of assignments; (c) explanation of how the grade will be assessed; and (d) dates/deadlines as appropriate.
3. Forward the paperwork to the Chair of the department for approval.
4. The Chair should then forward all materials to Associate Dean Muriel Cormican (muriel.cormican@tcu.edu), copying Mrs. Nancy Gonzalez (nancy.gonzalez@tcu.edu).

Undergraduate forms available here:

<https://addran.tcu.edu/resources/undergraduate-resources.php>

Helpful how-to videos for students available here:

<https://www.youtube.com/@tcuregistrar1060>