New Procedures for Permission Numbers/Enrollment for Upper Level COM Classes

To ensure that students have better access to available seats in upper level COM classes, and to streamline the process of managing these seats for the Communication Department, the Department is revising its procedures for handling permission numbers – effective with Spring 2015 pre-registration. Please note the following:

1. Permission numbers will expire earlier this semester – Friday, November 21, 2014 (at midnight). Any permission number not used by this point will no longer be usable for registration.

2. A reminder email will be sent a few days in advance of the expiration date. Students who have extenuating circumstances preventing them from registering (for example, financial aid award issues), should contact the Department before Nov. 21 to make arrangements to extend the expiration date of their permission numbers.

3. Unused permission numbers will be returned to the pool of available seats. On or around December 1, all open seats will be made available on the web to majors and minors who have completed COM265, on a first-come, first-served basis.

4. Majors who take an extra class in COM, beyond the minimum requirements on the COM Major Checklist, can apply this course toward the category “outside support course” if this category has not already been completed.

5. Because all classes will be available for online registration after Dec. 1, there are no more in-class waitlists for upper-level classes. Use the add/drop feature online.

Please contact the Communication Department (442-4871 or dbourassa@albany.edu) with any questions.

NOTE: Each semester the expiration date will be different so please check back each semester.