

**TITLE: RESERVED SEATS IN COURSE SECTIONS**

**POLICY:**

Red Deer College may reserve seats in course sections in order to manage enrolment or to ensure that students have reasonable access to required courses that facilitates timely completion of their programs.

**PURPOSE:**

The goal of this policy is to maximize opportunities for students to access courses and, therefore, to increase enrolment in courses through implementing a more timely and standardized process of managing course reserves.

**SCOPE:**

This policy applies to all students at Red Deer College, to those who register students in course sections, Admissions staff, Registrar, Records staff, Academic Advisors and program Chairs. This policy will not be applied to “restricted” courses (i.e. courses in which the seats never become available to non-program students).

**PRINCIPLES:**

Procedures and decisions at Red Deer College:

- Are not discriminatory, disrespectful, undignified, or unnecessarily intrusive.
- Provide appropriate confidentiality and privacy.
- Do not hinder appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College policies.

**PROCEDURE:**

1. If a reserved course is not filled by a pre-determined date, the course will be reviewed by Admissions, Registrar, Records, and Academic Advising, and a recommendation will be made to the Chairperson.
2. The date for the review of Fall and Winter term courses will be on or before June 15. Any remaining reserves for Winter term courses will be reviewed on or before October 15, and for Spring term, on or before March 15.
3. A decision whether or not the reserve should be lifted, thereby allowing access to other students, will be made at this time by the Chairperson.

If it is determined that the reserve be lifted, Records staff will be notified and the following will occur:

- The reserve comment will be deleted from the system so that it does not appear on printed section counts or on the on-line timetable.

- Waitlisted students will be registered in the course and an updated course schedule and fee statement will be mailed to them.

If it is decided that the reserve be maintained on the course, the reserved course will be reviewed weekly.

Considerations for Review include but are not limited to

- Number of applications pending for relevant program
- Number of students on waitlist for the course
- Demand for the course from other programs (especially programs which are full and students are being admitted to Open Studies as a second choice)
- Range and number of programs for which the course is also appropriate
- Course-enrolment-by-program reports from previous years
- Anecdotal history

**RESPONSIBILITY:** Registrar

**CONSULTATION FOR REVIEW:** Academic Advising, Admissions, Chairs, Associate Vice President Students and Enrolment Management, Records, Executive Vice President Academic, Deans' Council.

**POLICY REVIEW DATE:** November 2012

**EFFECTIVE DATE:** January 1, 2008

**REVISED DATE:** November 20, 2007

**RELATED POLICIES:**

- [EL-A4 Participation and Treatment of Learners](#)
- [EL-D1 Curriculum and Instruction](#)