

# ***MEMO:***

Dear Film and Television Students:

Registration for Spring 2010 is approaching. In order to ensure a smooth process, we want to outline the procedure for enrolling in courses. The following is an explanation of the different kind of courses that you will encounter when registering:

## **Open Courses**

These are courses for which any undergraduate who has declared for either the Film or Television major may register (through the 500- level).

## **Pre-Requisite Courses**

These are courses for which there are certain requirements necessary in order to register. These requirements may include any combination of the following: taking another course first, earning a certain grade in a previous course, or permission of the instructor.

## **Lottery Pre-Requisite Courses**

These courses also require pre-requisites, but they also involve production equipment, which limits the number of students who can enroll to a fixed amount. Therefore, the process of registration is a bit different. For courses marked as Lottery courses, you must fill out a lottery request form from the Office of Film and Television (Rm. 118). Through a random process of selection, we will “award” spots to students who requested the course until the course reaches its maximum enrollment. The lottery is conducted in order of class rank, which means seniors’ requests are processed before juniors’ requests. Therefore, seniors are GUARANTEED their first choice of lottery requests. Other than seniors’ first choices, no spots in lottery courses are guaranteed for anyone, so even though you request a course on the lottery request form, it may fill up before your name is drawn in the lottery. The results of the lottery drawing will be posted outside the Film/TV Office in the weeks before registration. More specific instructions about the Lottery request procedure will be spelled out on the Lottery Request Form.

**NOTE:** If a student attempts to register for a Pre-Requisite course or a Lottery Pre-Requisite course *without* having the necessary pre-requisites, the student will be dropped from the course, and further sanctions may also apply. When registering for courses, please be mindful of all necessary pre-requisites in order to ensure that you do not get dropped from any courses. You can find pre-requisite information on the StudentLink with WebReg, in the COM Bulletin, in the Undergraduate Catalog, or from the Film and Television Office.