

Sociology & Anthropology Departmental Policies, Course Selection Period

The undergraduate faculty advisors in the Department of Sociology and Anthropology are available to see you during the many office hours we are offering during course selection and add periods

Departmental Policies on course prerequisites, classroom capacity (full classes) and course restrictions.

It is expected that you will consult these policies provided on the link prior to contacting your sociology and anthropology faculty advisors. These policies are firm.

Departmental Policy on Prerequisites:

Prerequisites ensure that students have the appropriate background and preparation for the course. Faculty advisors cannot and **will not sign** prerequisite waivers. In *highly exceptional circumstances*, the **course instructor (not the faculty advisor)** may be willing to grant a course prerequisite waiver. If the instructor is TBA the student must wait and consult the instructor of the course at the beginning of the semester.

Departmental Policy on Classroom Capacity

Faculty advisors **will not sign** an overload waiver to allow a student into a course which has enrolment figures that have reached room capacity (web adviser informs when a course is full). Overriding room capacity violates occupational health and safety laws and fire regulations. If a student has an **exceptional circumstance, the instructor of the course considers the case**. Please note that most fourth-year seminar courses do enforce a strict policy against overloads and are capped at 30 students.

Departmental Policy on Course Restrictions:

During course selection/add periods, students are able to sign into courses on specific days. Due to a fairness consideration for students currently in Sociology, Anthropology or CJPP programs (major, minor or area of concentration), we **do not waive** the Course Restriction for students **in the process of transferring** into our programs. In other words, students already in the program (their paperwork has been processed and they are able to sign into courses through web advisor) **have priority** over students who are *intending to transfer or are in the process of transferring*. Course selection continues for a few weeks and the paperwork may be processed before the end of course selection. Also, course restrictions may be removed from some courses toward the end of course selection. If your paperwork is not processed during a particular course selection/add period, the paperwork will be processed by the time of the next course selection/add periods. *An exception* to this policy is that, on the last day of each course selection/add period, instructors may waive the Course Restriction (if the student has the prerequisites for the course and is in the process of transferring but paperwork has not been processed yet) because by the last day of each course selection/add period all students currently enrolled in SOC, ANTH or CJPP programs will have had an opportunity to add courses.