

MEMORANDUM

DATE: September 18, 2009

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)  
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: Priority Registration - Temporary Unit Maximum

In Spring 2009 the Undergraduate Council (UGC) voted to approve a temporary unit limit for students enrolling in Spring 2010 courses. During the 5 weeks of Priority Registration, beginning October 12, 2009 and ending November 13, 2009, students will not be able to register for more than 16 units on WebReg. Following the Priority Registration period, all continuing students will be able to add additional units, if they wish, up to the 19-unit maximum set by their college. The temporary unit cap applies to undergraduate and graduate students, with one exception-students who are active participants in the Honors Program.

This is not a policy change. The policy on maximum number of units allowed per semester is stated in the General Catalog, [http://catalog.arizona.edu/2009-10/policies/fs\\_enrpol.htm#maxunits](http://catalog.arizona.edu/2009-10/policies/fs_enrpol.htm#maxunits) <[http://catalog.arizona.edu/2009-10/policies/fs\\_enrpol.htm](http://catalog.arizona.edu/2009-10/policies/fs_enrpol.htm)> . As a temporary registration procedure, it has been endorsed by the Chair of the Faculty and the Vice Provost for Academic Affairs.

Justification:

The temporary unit cap is designed to increase course accessibility for all students and decrease incidents of course hoarding by those who register early in the priority sequence. In anticipation of increased demand on courses, UGC took this step to improve students' chances of obtaining a full course load.

Management of the Registration Process:

- \* The unit maximum limit of 16 units will be set in SIS/WebReg.
- \* Students will be informed of the unit limit via a notice in Student Link, an e-mail from the Registrar's Office, and an alert on WebReg when they attempt to enroll in more than 16 units during Priority Registration.
- \* Honors students will be informed by the Honors College that they have an exception.
- \* Honors students who would like to enroll in more than 16 units (up to 19) during their priority week, October 24th - 30th (or October 17th - 23rd for Honors Seniors) should complete a Change of Schedule form listing the course they wish to add. No signatures are required during Priority Registration. The Change of Schedule form should be taken to Registration & Transcripts, Administration Building, Room 210, for manual registration. Alternatively, an offering department can, but is not obligated to, add units in excess of 16 for Honors students during their priority week.

In the weeks following Priority Registration, this temporary measure will be assessed to determine its effectiveness. With feedback from ASUA, college deans, advisors, and the University Registrar, UGC will decide whether

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changes are warranted before Priority Registration for Fall 2010. Comments may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at [cpardee@u.arizona.edu](mailto:cpardee@u.arizona.edu) .

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