A note from the Registrar regarding “How the bidding process works”

Stetson currently allows students to request courses by priority through Banner. Because you may not understand how the system works, please allow me the opportunity to share how this process works.

Priorities for students are established within Banner based on anticipated degree date and credits earned. By using various class levels for priorities, it ensures that graduating seniors have priority over rising third-year students, and rising third-year students have priority over rising second-year students, and so on. Part-time students are given priority for evening classes, and then granted priority based on the same criteria as full-time students. Once each class level is assigned a priority within the system, the group of students in each priority is randomly assigned courses according to the preference of the courses in the student’s bidding list.

The advantage to this system is that it allows us to look at how many students want each class before the program actually assigns students to their classes. If we see a lecture course is substantially oversubscribed, we then have the opportunity to see if we can move it to a larger room and add more students. If a smaller class is oversubscribed, we contact the faculty member to see if he or she will allow us to expand the enrollment to allow more students in the class. We also contact adjunct faculty members to see if they are willing to allow larger enrollments in their classes. We work closely with the Associate Dean to determine if more sections are needed in a particular specialty. The Associate Dean then makes every attempt to add sections if faculty are available to teach them.

Using this process, we review to see if students who are in a concentration were assigned to the required courses they need to take in order to satisfy the concentration requirements. If not, we do our best to add them to the required courses. We also review to see if students who are subject to the “Further Required Curriculum” were assigned to the courses they need in order to graduate. If not, we do our best to add them into their required courses.

Once everything has been reviewed and the enrollment maximums and classroom assignments have been adjusted, we have the system assign students to their courses. The system randomly assigns students to their courses using priority based upon graduation date. It is then that we release the schedules to view on Banner Web. Once the add/drop period begins, it becomes a first-come-first-serve basis for course enrollment, unless the course has a wait list (in which case students are offered seats according to their number on the wait list).

The wait list process is partially electronic and partially manual. Students may add or drop themselves from a wait list through Banner Web. Presently, only the Registrar’s Office can place the student in the class. If the student no longer wants the course, then we offer the seat to the next name on the wait list. This ensures that students are offered seats in an organized manner and keeps a student who requests the course later from jumping ahead of a student who originally asked for the course.

I hope that by understanding the mechanics of the current process, you will feel you have been given the best opportunity to take the classes of your choice.