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

Stetson currently allows students to request courses by priority through My Stetson. 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. By using various class levels for priorities, it ensures that the May/August 2016 intended graduates have priority over the December 2016 intended graduates and so forth. Part-time students are given priority for evening classes (5:00 p.m. or after), and then granted priority based on the same criteria as full-time students. The system randomly assigns each student a number in their student cohort (intended graduation date), it then looks at the students’ course priorities, and then it assigns students to their courses.

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 for Academics to determine if more sections are needed in a particular specialty. The Associate Dean for Academics then makes every attempt to add sections if faculty are available to teach them.

Once everything has been reviewed and the enrollment maximums and classroom assignments have been adjusted, we have the system assign students to their courses. It is then that we release the schedules to view on My Stetson. 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).

In the past, the wait list process was partially electronic and partially manual. The Registrar’s Office was the only one that could add a student in a course they came up for on the wait list. We are happy to announce that students will now be able to add themselves to the course after they come up on a wait list. We will provide step by step instructions on how this new process will work once the course selection (bidding) is over.

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.