Spring 2018 Computer Science Course Enrollment Policy and Registration Procedures

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INTRODUCTION

Enrollments in Computer Science courses have increased dramatically over the past five years, including majors and non-majors from both the School of Engineering and the School of Arts and Sciences. CS is now the largest major across Arts, Sciences, and Engineering! We had over 150 Computer Science majors graduate in 2017, and we project approximately 190 graduates in Spring 2018.

We will continue with registration procedures and course enrollment rules that are similar to but not identical to the ones that have applied for Fall 2017. These policies ensure that we continue to serve the students taking our courses to the best of our abilities without placing unrealistic demands on our graduate teaching assistants and our faculty.

The purpose of this note is to clarify the registration policies for each of our courses and to clarify the procedures that students must use when registering in SIS. This is not a comprehensive list of all courses that will be offered in the Spring; it is only a list of those courses that have enrollment restrictions. You can refer to the Computer Science website or SIS for a full list of courses that will be offered.

Please note that "Freshman or Sophomore Standing" for registration in Spring 2018 is with respect to your terms of residency here at Tufts. If you are in your first or second semester, you are a freshman. If you are in your third or fourth semester, you are a sophomore. The "Freshman" or "Sophomore" in the policies below refer to your standing when the course starts in Spring 2018.

SPRING 2018 COURSE ENROLLMENT POLICIES

COMP 05 (Teaching Computer Science)
The following students can register up to the maximum capacity: Freshman or Sophomore or Junior standing. This course does not count for credit towards any Computer Science degree.

COMP 10
This course is intended for non-CS majors only. It will not count for credit towards any Computer Science degree.

COMP 11 and COMP 15

The following students can register up to the maximum available capacity:

Freshman or Sophomore Standing OR Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR School of Engineering - Computer Engineering (BSCPE) OR Electrical Engineering (BSEE) OR College of Liberal Arts - Cognitive and Brain Sciences (BA or BS) OR College of Special Studies - Post-Bac Computer Science Program.

All other students can sign up through special wait list sections, and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

COMP 40

The following students can register up to the maximum available capacity:

Freshman or Sophomore Standing OR Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR College of Special Studies - Post-Bac Computer Science Program. COMP 15 is also required.

All other students can sign up through special wait list sections, and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

COMP 105

The following students can register up to the maximum available capacity:

Graduate Standing in Computer Science OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR College of Special Studies - Post-Bac Computer Science Program OR School of Engineering – CERT/PB OR School of Engineering - Computer Engineering (BSCPE) OR Graduate Standing in Electrical Engineering.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

COMP 112

The following students can register up to the maximum capacity:

Graduate standing or School of Engineering – Computer Science (BSCS) or School of Liberal Arts – Computer Science (BA or BS) or College of Special Studies – Post-Bac Computer Science Program.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

COMP 115

The following students can register up to the maximum available capacity:

Graduate Standing in Computer Science, Bioengineering, or Electrical Engineering OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR College of Special Studies - Post-Bac Computer Science Program OR School of Engineering – CERT/PB OR School of Engineering - Computer Engineering (BSCPE).

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

COMP 116

The following students can register up to the maximum available capacity:

Graduate standing or School of Engineering – Computer Science (BSCS) or School of Liberal Arts – Computer Science (BA or BS) or College of Special Studies – Post-Bac Computer Science.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

COMP 117

This course is department consent only. If you are interested in registering, you must fill out this form: https://www.cs.tufts.edu/comp/117/apply/student_info.cgi. **Please fill this form out by Tuesday, November 7th at the latest.**

COMP 135

The following students can register up to the maximum available capacity:

Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR College of Special Studies - Post-Bac Computer Science Program OR School of Engineering – CERT/PB.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

COMP 150-03 ("Entrepreneurship for Computer Scientists")

There are currently no restrictions for this course, but it is strongly recommended that students have completed at least one of COMP 135 or COMP 136 or COMP 150-NLP.

COMP 150-04 ("Mobile Medical Devices")

This course is department consent only. If you are interested in registering, please sign up on the sign-up sheet in the main office (Halligan 245).

COMP 160 (Algorithms)

The following students can register up to the maximum available capacity:

Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR School of Engineering – Computer Engineering (BSCPE) OR Computer Science Second Major OR College of Special Studies - Post-Bac Computer Science Program OR School of Engineering – CERT/PB.

All other students can sign up through special wait list sections, and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

COMP 170 (Theory of Computation)

We have designated COMP 170 as "high demand" for Spring 2018. This means that the process for enrolling in the course will be different. Instead of directly registering for the course or a special waitlist section of the course in SIS, students will fill out a web form to indicate their interest in taking the course before registration opens. Additional information will be found at: http://www.cs.tufts.edu/forms/HighDemandEnrollment.pdf.

COMP 260

The following students can register up to the maximum available capacity:

Graduate standing AND previous completion of COMP 160.

PROCEDURES FOR REGISTERING USING SIS

As explained above, registration in several courses is restricted to particular groups of students, with a wait list used for any such students who would cause the course to exceed capacity. *Students who do not meet the restricted registration requirements may (for some courses – see lists above) join a separate wait list.* The following sections explain how to register in SIS and how the wait lists will be administered.

Be sure you understand whether you meet the restricted registration requirements for each course before attempting to register. These are for the most part similar to those used for fall term courses.

COMP 11, 15, 40, 105, and 160: SIGNING UP FOR THE APPROPRIATE "LECTURE" SECTION IN SIS

These instructions apply to COMP 11, COMP 15 and COMP 40. As described above, these courses offer separate "wait list" sections for students who do not qualify to register immediately.

For the typical course, SIS has one "section" listing for each time at which a class is offered. For example, COMP 40 is offered in only one block and would usually have one section listing; COMP 11 is offered in two blocks, so normally there would be one SIS section listing for each.

To support the two separate wait lists, *there are now two SIS sections for each actual offering of COMP 11, COMP 15, COMP 40, COMP 105, and COMP 160.* Each pair of section listings has the following characteristics:

1. One section is intended for use by students who qualify for restricted registration (Comp Sci majors, etc.) This section shows in SIS a capacity equal to the intended size for the course. Until it fills it shows with a status of 🟢 and once filled it is marked ⚠️. There is also a wait list with additional capacity. *This section will allow enrollment and wait list registration only by students who meet the restricted registration requirements. SIS will not let others enroll or wait list, regardless of the date on which enrollment is attempted.*

    If you expand the "details" for these sections, they show codes for the pertinent enrollment restrictions. For example:

Enrollment Reqs	Requires Graduate Standing, Liberal Arts Sophomore Standing, or Computer Science Major or Post Bac Computer Science.

2. The second section is for use by students who are *not* eligible per the restricted registration rules. It will allow registration from any student who meets the prerequisites for the course, *but it has a set capacity of zero (no students) and thus always shows as full in SIS. It will always show a status of* ⚠️. *Students who do not qualify for restricted registration may add themselves to this wait list.*

    These sections will typically show no enrollment requirements relating to your status as a CS major, etc.

INSTRUCTIONS FOR STUDENTS WHO *QUALIFY* FOR RESTRICTED REGISTRATION

Most likely, your registration will be similar to what you do for any other course, but you must be sure to choose the section that is intended for qualifying students. As discussed above, you can recognize these sections because their "Class Capacity" is greater than 0. You can also note that the Enrollment Requirements shown in SIS match the published restrictions for the course (e.g., CS majors, etc.).

Be sure you have found the appropriate (capacity > 0) section and register. If there is space in the class, your enrollment will be confirmed. If not, join the wait list for the (capacity > 0) section.

If your course has a lab, then **choose any lab except LW-LAB. The only time you should choose LW-LAB would be in the event that the class is full and you put yourself on the wait list.**

INSTRUCTIONS FOR STUDENTS WHO *DO NOT QUALIFY* FOR RESTRICTED REGISTRATION

The course section you are looking for will have a capacity of 0; it will either have no Enrollment Requirements (because anyone can join the wait list) or it will show prerequisite requirements unrelated to the capacity limits.

Join the wait list for this section.

If your course has a lab, then **enroll in LW-LAB only.** This section is a wait list for the lab. Your actual lab time will be determined if you move from the wait list to confirmed status. **You must sign up for the *wait list*. If you try to register for a different lab section, your registration will fail.**

INSTRUCTIONS FOR CS MINORS

Please note the minor requirements:
Five courses are required for a computer science minor:
- COMP 15
- COMP/MATH 61
- Two courses chosen from COMP 40, 105, 160 and 170
- One additional course in computer science numbered above 15

We will do our best to accommodate your choices in 40, 105, 160, and 170. We will also do our best to accommodate your choice of the additional CS course above 15.

HOW CLASSES WILL BE FILLED

As usual, if SIS accepts your enrollment in the course then your place is reserved. There is nothing further for you to do. *This will only be possible initially for students eligible for restricted registration.*

No students will be moved from wait lists to full registered status until all eligible students have had an opportunity to register. After that, the department will move students from the wait lists to registered status as space permits. The timing for this will likely depend on the individual course and the number of students registered; for example, if many spaces are left after all qualifying students are served, then we can promptly register students from the unrestricted wait list. In other cases, decisions may be delayed until closer to the start of the term.

FILLING SPACES IN THE SPRING WHEN STUDENTS DROP CLASSES

Some classes may allow a few students from the head of the wait lists to begin class work for a few weeks at the start of term, but those students will be allowed to enroll and complete the class only if other students drop and open up a space. The details will depend on the particular class; *if you are eligible to do this, you will be informed before the start of the term.* In the meantime, you should register and attend other courses as there is a significant chance that there will not be space for you.

DECLARING YOUR MAJOR OR MINOR IN COMPUTER SCIENCE

If you are not already a Computer Science major or minor and wish to become one, please follow these procedures:

- For students in the School of Engineering:

  Download the "**Declaration or Change of Degree & Major or Minor Form**". Complete and return the form to the CS office for signature. You will be assigned an adviser and the CS office will then forward the form to the Student Services office on your behalf.

- For students in the School of Arts and Sciences:

  Download the "**Declaration of Major(s) / Minor / Change of Adviser Form"**. Complete and return the form to the CS office for signature. You will be assigned an adviser and the CS office will then forward the form to the Student Services office on your behalf.

Both forms can be found on the Registrar's website (https://students.tufts.edu/registrar) by clicking "What We Assist With" and then "Major and Minor Declaration."

Please note that no adviser will be assigned to you if you are declaring a minor.

Note too that your eligibility for restricted registration does not formally begin until the registrar has processed your declaration in SIS. If you are making a late declaration and wish to be considered for enrollment in restricted courses, please join the unrestricted wait list and contact the instructor. He or she may be able to give you preference over others on the list.

If you have any questions, please contact your Computer Science adviser. If you currently do not have a Computer Science adviser, please direct questions to the CS office at (csadmin@cs.tufts.edu).

Sincerely,

The Faculty of the Department of Computer Science