

Policies and Procedures for Exception Registration in UGC Courses

Undergraduate students at UB are required to enroll themselves in classes. Occasionally circumstances prevent students from enrolling during their assigned windows, requiring the process of exception registration ('force registration') by departments. The CAS Student Advisement and Services office, 275 Park Hall, provides this function for UGC courses. The following procedures have been established by which students may request exception registration in UGC courses.

- We will generally not register students in UGC 111, 112, 302, or 303, as these courses tend to have sufficient capacity for students to enroll even if they are late in the process. Students presenting exceptional circumstances should contact this office before making a formal request for assistance with these courses. Most exception registration requests handled by this office will be for UGC 211.
- We will not use exception registration merely to allow a student to enroll in a section of choice when other sections are still open.
- Seniors, i.e., students with at least 90 total credits completed, will be given preference for exception registration. In most cases, students with fewer than 90 completed credits will be told to wait for a future semester, especially summer, if they cannot enroll themselves.
- Exception registration will be limited to the second week of classes. Before then, students will be encouraged to continue watching web registration and attempt to enroll as other students drop. It is expected that students will sit in on classes during the first week. No waiting lists will be maintained.
- Students must appear in 275 Park Hall with a valid UB ID card to request exception registration. Seats will be given on a first-come, first-served basis to students meeting these guidelines.