Course Registration Policies and Procedures

At the end of each academic quarter, students continuing their program at SSA will register for courses for the following quarter. Specific dates for these periods of Course Registration will be published as part of the SSA Calendar and reminders will be sent to students from the Office of the Dean of Students.

The privilege of Course Registration will be denied to students who have been placed on restriction until such time as that restriction has been lifted. Restrictions may result from a student’s failure to fulfill financial obligations to the University or to comply with University rules and regulations. Whenever possible, students are warned in advance of an impending or existing restriction that may interfere with participation in Course Registration.

Relevant Websites

Course Registration is performed by logging into the website at https://classes.uchicago.edu/. Students log into this system using their CNET ID and password.

Information about available courses (course descriptions, instructor bios, meeting times, room locations, etc.) can be found by clicking the “Class Schedules” link posted each quarter to https://myssa.uchicago.edu/ under the Students tab. The calendar is updated regularly with new courses. Students are encouraged to check it frequently. Click on the Course Number (e.g. SSAD 30100) to see a course description. Click on the Instructor Name to see the instructor’s biography. Please note that some adjunct professors may not have biographical information available. In those cases, students are encouraged to direct their questions toward the Office of the Dean of Students and we will try to find the information you seek.

Information on available courses in other academic divisions within the University of Chicago (Harris School of Public Policy, Booth School of Business, etc.) can be found by visiting their school’s individual websites. Students will still register for these courses through the Classes.UChicago.edu registration portal. Students may also find it helpful to reference the University Time Schedules found at http://timeschedules.uchicago.edu/ to learn about class locations and meeting times as well as pre-requisites for all courses offered across campus.
Registration Process

It is incumbent upon the students to prepare carefully for Course Registration. Students should familiarize themselves with all of the policies and procedures governing Course Registration as well as the Waitlist. Among other things, students are also urged to review the quarterly course calendar to strategize available options, identify remaining academic requirements using the degree tracking rubrics available on https://myssa.uchicago.edu/, reconcile any restrictions impacting their eligibility to register, and test their computer or electronic device for compatibility prior to the start of Course Registration. Additionally, students should be careful to identify any pre-requisites needed for individual courses as their registration will likely be dropped if the conditions for enrollment are not met.

Course Registration opens at 8:30am on the Monday of the registration period. Specific dates of Registration are dependent on the given quarter. Generally speaking, Autumn Quarter Registration happens during the week before the quarter starts while Winter, Spring and Summer Registrations occur during the eighth week of the preceding quarter.

It is readily recognized that some courses will reach their enrollment limits quickly. Students are strongly encouraged to log in to https://classes.uchicago.edu/ as close to the start of Registration as possible in order to have the broadest range of courses available to them. When a course is filled to its enrollment limit, that course will be closed to additional enrollments.

Prior to the close of Registration, students should register for a full load of courses as determined by their particular academic program at SSA. Specifically, Full-Time students should register for three (3) courses while Part-Time students (Part-Time Day and Extended Evening Program) should register for two (2) courses. If you wish to take a different number of courses (either more or less) than is typical for your program of study, you must first consult with the Office of the Dean of Students. Please note that taking a different number of courses impacts your tuition rates (http://bursar.uchicago.edu/page/tuition-rates) and can have implications for your financial aid package. Again, please consult with the Office of the Dean of Students before registering if this applies to you.

If a student wishes to enroll in a class that has already reached its enrollment limit, students have the opportunity to enter themselves onto a Waitlist via a Survey Monkey link distributed by the Dean of Students Office. Students can enter themselves on a Waitlist for up to two (2) classes. The Waitlist
survey will open at 12:00pm on the Monday of the registration period. These and other additional policies governing the Waitlist can be found under the Registration heading on https://myssa.uchicago.edu/ under the “Students” tab. Students are strongly encouraged to review all of the policies. Because inclusion on the Waitlist is not a guarantee of future enrollment in that desired course, students are expected to be registered for a full load of other courses that could also be taken.

Changes to Available Courses

There are a couple of conditions in which a given course may have changes made to it during Course Registration. Because changes are made in response to a number of different variables, it would be impossible to create an exhaustive list of all of the reasons why a course may experience changes. That said, some of the more common reasons include:

- Under-enrolled courses (typically those with fewer than five (5) registered students) may be cancelled at the discretion of SSA’s Deputy Dean of Curriculum. Any students registered for these courses will be notified if this occurs.
- Faculty will sometimes agree to increase enrollment limits. If this occurs within the Registration Period and the course has an existing Waitlist, then additional students will be added from the Waitlist before it is opened again for General Registration. The number of seats made available through expanding enrollment limits is determined by the size of the classroom to which the course has been assigned, the teaching format (interactive, group work, lecture-style, etc.), and whether the increase in enrollment would require a teaching assistant among other factors.
- The specific room assignment for a given class may be changed depending on enrollment patterns. The classrooms at SSA are varied in size and are initially assigned based on enrollment projections. Once actual enrollments are reviewed, some rooms may be adjusted to accommodate the number of registered students most appropriately.

Communications from the Office of the Dean of Students

Students can expect to receive emails about Course Registration from the Office of the Dean of Students prior to Registration opening as well as throughout the week-long Registration period. Students should carefully read these emails so that they have the most up-to-date information available. These emails could include reminders about important dates and times, updates about class offerings (e.g. new courses being offered, information about new instructors), and/or helpful tips for navigating the Registration process smoothly. Students are encouraged to ask the Office of the Dean of Students for advice or feedback if there are any questions about Course Registration.