

REQUEST TO ADD A STPEC COURSE

PLEASE NOTE: Instructors are not able to "officially" add students into a class. If you want your name to be added to the course roster from Whitmore, you must complete this form.

This form will be used to add you either directly to the roster of your requested course or to the wait list which will be processed after the class has met at least one time.

PLEASE READ THE STPEC REGISTRATION REQUEST AND ADD/DROP GUIDELINES PRINTED ON THE BACK OF THIS FORM

- Please fill out this form completely and accurately.
- *Forms which are not complete and legible will not be processed!*
- Please leave your completed form in the STPEC office mailbox for Deborah Reiter.
- *Most importantly, if you wish to add a STPEC course, you should be certain to attend the first two meetings of the class.*

TODAY'S DATE: _____

FULL NAME: _____

PHONE: _____ **E-MAIL:** _____

STUDENT ID# (SPIRE): _____

Major: _____ Class Year (expected graduation year): _____

Are you a: _____ UMass Undergrad? _____ Postgrad? _____ Five College Student?

CHECK ALL STATEMENTS WHICH APPLY TO YOU. You must check at least at least one reason for your request to be considered:

This request is in reference to:

_____ STPEC 391H Junior I _____ STPEC 392H Junior II _____ STPEC 393A Junior Writing

_____ STPEC 491H, Protest and Rebellion (Cruikshank)

_____ STPEC 492H, Bubble 2009 (Borges-Méndez)

_____ STPEC 493H, Thinking Through Gender (Buerkle)

REASON: I am requesting this because:

_____ I am a sophomore requesting a junior seminar or junior writing.

_____ I am a junior requesting a senior seminar.

_____ I am in the correct class year to register for this class, but I cannot add this course myself because...

_____ _____.

_____ Other! _____.

If you have a special need to take this class during the SPRING 2010 semester please state your case here:

STPEC REGISTRATION AND ADD REQUEST GUIDELINES FOR Spring 2010

After December 14th all STPEC seminars and junior writing may be taken off-line.

For all off-line courses, you will need to come into the STPEC Office and fill out a "Request to Add a STPEC Course" form in order to add yourself to the course or the wait list for the course. If there is a wait list then you will also need to attend the first two class meetings for your add request to remain valid. If a course is less than 75% full at the time of your request, we will put you immediately into the course. For courses which are over 75% full, requests will be processed after the first week of classes and will be prioritized according to the following guidelines:

1. Special Needs Students (i.e.; a Junior who is going abroad for a year and who needs to graduate on time).
2. Seniors will have priority over Juniors who will have priority over Sophomores.
3. Students with the same graduation status will be prioritized on a first come first served basis.

PRIOR TO December 14th: Requests will be processed according to the priorities listed above. We will process the Sophomore wait list for JI, JII and JW and the Junior wait list for Senior Sems on December 14th.

AFTER December 14th: If the course you want is still on-line and you are eligible then please add it through SPIRE. If the course has been taken off-line you will need to fill out an add request form in the STPEC office. Juniors requesting Junior Seminars and Junior Writing and Seniors requesting any STPEC seminar - if the class you are requesting is less than 75% full we will put you directly in. If the class you are requesting is more than 75% full this form will add you to an off-line wait-list. Wait lists will not be processed until the first week of Spring classes. Sophomores who did not get into JI, JII or JW and Juniors who did not get into Senior Sems on December 14 may also be put on this new wait list if they have indicated that they want this form to be used for that purpose.

To add a STPEC **Internship**, please fill out a STPEC Internship Form;
to add a STPEC **Independent Study**, please fill out a STPEC Independent Study Form;
for all other STPEC courses which are not listed on page one please use SPIRE to add - or, if this is not possible, contact the instructor of the course.

Commonwealth College Students

Courses toward the Culminating Experience:

If you would like to take STPEC 499Y, 499T (Research and Thesis) or 499P (Project) you will need to register through the Commonwealth College Office.

If you would like to take STPEC 499K you must register through the STPEC Program Office. We will not put you into these sections until you have completed the registration form for these courses (available from the STPEC Office). Students registering for **STPEC 499K** should not attempt to register for 498Y.

PLEASE NOTE: Students must complete Junior I before they will be able to take any other STPEC seminars. If you are in Junior I now you will be able to register for other STPEC seminars, but if you have not completed Junior I by **Monday, January 11** you will be taken off of any other STPEC seminar rosters.

Special Note: We cannot add you into a course if it will take you over your credit limit or if it will create a time conflict in your schedule. If you are planning on dropping courses, please remember that we will not be able to process this add form until you have dropped enough courses to have the required number of credits available. If you are afraid to drop before you are certain you will be put into your requested course you should speak with Deborah when you turn in this form. If you need a credit override to allow you to take more than the normally allowed number of credits, you must apply to the SBS Advising Office in 128 Thompson Hall. *Your verbal assurance that you intend to drop other courses or obtain an override is not enough.* The computer simply will not allow us to add any more courses to your schedule if you do not have enough credits available.