

BMB Batch Enrollment

What is batch enrollment?

Batch enrollment is the process we use to assemble lists of students to be added to certain upper-level Biochem courses. The Registrar's Office enrolls these students in one big batch before registration begins (hence the name "batch enrollment").

We use batch enrollment as a tool to make sure all of our majors can graduate in a timely manner. SPIRE determines enrollment appointments based on the number of credits a student has, so someone in their 8th semester who needs a course to graduate could be pushed-out by someone in their 6th semester who has more credits and thus has an earlier enrollment appointment. By building the rosters ourselves, we can prioritize enrollment based on who has been in the major the longest, making it possible for all of our majors to graduate in eight semesters.

How does it work?

The batch enrollment process starts a few weeks before registration begins with an email to all juniors and seniors to notify them that batch enrollment is coming-up. A few days later, students who are eligible (i.e., have the prereqs) will receive an email containing a link to a Google form in which they can indicate that they are interested in being enrolled, along with their section preference (if there is more than one section). Students will get a separate email for each course for which they are eligible.

Once the submission deadline has passed, we start building the rosters. This process usually takes a couple of days to complete, but once the rosters are done, we contact every student who submitted a batch enrollment form to notify them of their enrollment status. This usually happens before the course becomes visible in their SPIRE schedule.

FAQs

Which courses are batch enrollment courses?

The courses that we batch enroll change from semester-to-semester depending on the demand. Read all batch communications carefully to see which courses we will be batch enrolling each semester.

How do I decide which section of a batch enrollment course to enroll in?

That depends on what other courses you'd like to take in the upcoming semester. We send a copy of the Biochem course schedule in our batch enrollment communications, and the deadline for the batch enrollment forms always falls after the course listings become visible in SPIRE.

Can I enroll in a batch enrollment course myself?

No. Batch enrollment courses are set to Department Consent in SPIRE, meaning you will not be able to enroll yourself in the course even if you see an opening. You must complete the form if you would like to be enrolled.

I'm pretty sure I'm eligible for a batch enrollment course, but I didn't get the form...

Please email bmbprogram@biochem.umass.edu and let us know! We do our best to catch everyone, but mistakes happen.

I submitted the batch enrollment form, so why wasn't I enrolled in the class?

There are a limited number of seats in each course, so not everyone who completes the form will be enrolled. If you weren't enrolled, then you are on the waitlist and we will contact you if a spot opens-up. Juniors will only be enrolled in batch enrollment courses after seniors have had the opportunity to enroll. We determine seniority based on how many semesters a student has been on campus, not by how many credits they have.

What if I get put in a section that I don't like?

If you do not get into your first-choice section, you will have the opportunity to find someone in another section to swap with once your registration appointment begins.

I'm an athlete or military personnel with an early enrollment appointment.

How will batch enrollment impact my registration?

Unfortunately, your enrollment appointment will likely begin before we have time to complete the batch enrollment rosters. Please remember to save room in your schedule for your batch enrollment course, and email bmbprogram@biochem.umass.edu if you run into any conflicts.

I have a question that isn't on this list.

Email bmbprogram@biochem.umass.edu – we're always happy to help!