Faculty Council on Academic Standards Policy on Access to Courses and the Use of Entry Codes

University policy is that all students who have met the prerequisites should have equal access to courses within the constraints of registration period (which takes into account class standing), major restrictions (majors may have priority over nonmajors) and participation in selective activities.

The university recognizes two guiding principles. The first is the need for timely graduation of students. Consequently, courses can be established such that majors have priority registration periods over nonmajors and the registration system allows seniors to register before juniors, who can register before sophomores, etc.

The second principle is one of fairness, real and perceived. Students with the appropriate pre-requisites and affiliations, as approved via University procedures, should be equally likely to gain entrance to a course.

Entry codes are routinely used in any registration period to:
1. “overload” the course (i.e., add more students than the enrollment maximum);
2. override pre-requisites.

Registration by entry code only for registration period 1 (PD1, when currently enrolled students are allowed to register for courses) and registration period 2 (PD2, when incoming students are allowed to register for courses) is appropriate in the following circumstances:
1. independent research courses;
2. courses that provide credit for student activities for which students are selected, examples of which include:
   a. capstone or introductions to extra-curricular projects;
   b. departmental honors;
   c. performance-based courses where auditions/portfolio assessments are required;
   d. internships;
3. courses where affiliation with a University program is required, examples of which include:
   a. HONORS courses;
   b. courses associated with scholarships or fellowships;
   c. Equal Opportunity Programs (EOP);
   d. First-Year Interest Groups (FIGs)
4. Situations where approved pre-requisites for the course cannot be implemented in the UW student information system.
5. Situations where maximum enrollment cannot be managed via existing time schedule protocols.

In addition to the situations described above for registration periods 1 and 2, entry codes can be required for registration period 3 (PD3) when entrance to the course after
classes have begun would disrupt coursework for currently registered students or would result in poor performance for the prospective student. Such situations include:
   1. service learning courses;
   2. laboratories;
   3. group-based or cohort-driven learning.

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