

BIOL 220 – Human Anatomy Admission Policy

1. **Reg 1** – open to all approved majors: Pre-nursing, Kinesiology, Biology
End of Reg 1 –all repeats dis-enrolled (no permission to repeat given at this time).
2. **Reg 2**
If open seats available –approved majors allowed. Once seats filled, wait list.
If no seats open – wait list all.
End of Reg 2 –all repeats dis-enrolled (no permission to repeat given at this time).
3. **Open Reg** – permission to enroll based on category (see below). Students who would like to repeat the course must submit a Repeat of Course form for the chair’s signature **before** the first day of class. Permission to enroll for a repeat attempt will be given **ONLY** during the first week of class to those whose Repeat of Course form has **already** been signed by the Chair of the Department. At the end of Open Registration, the department will run one more report of those repeating the course. Any students who are repeating the course *without* a signed Repeat of Course form will be dis-enrolled and subject to academic discipline.

Priority Standings for BIOL 220 – Human Anatomy. Seats will be opened for enrollment using the following criteria, with preferences in the order listed:

- a. Approved majors (Pre-nursing, Kinesiology, Biology) taking the course for the first time (no repeat), and meeting course pre-requisite (Biol 110 or 115).
- b. Other majors taking the course for the first time (no repeat), and meeting the course pre-requisite (Biol 110 or 115).
- c. Graduating seniors who have failed the course in their previous attempt and need the course in order to graduate.
- d. Seniors and juniors who passed the course on a previous attempt, received a grade of C- or less, and need to improve their grade or GPA.
- e. Open university
- f. Students repeating the course (at any grade level) who have a passing grade in the previous attempt.
- g. No permission will be given for repeating the course a third time, per University policy.

Policy for Repeats in Impacted Courses

Due to enrollment pressure and budgetary constraints, chances of repeating this course are quite low and not guaranteed to everyone. Please make a concerted effort this semester to obtain the grade that will meet the requirements of your major.

Process for repeating the course. You must complete a Repeat of Course form and submit it for the Biology Department chair’s approval before you will be considered for any openings in the course. Permission to repeat the course will be given during the first week of class only, based upon the criteria above. Students who enroll in the course for a second time during Reg I or Reg II will be dis-enrolled. Any students who are repeating the course *without* a signed Repeat of Course form will be dis-enrolled *and* subject to academic discipline.