Hello CSC and ISI majors. On behalf of CSC department chairperson and faculty, here is our updated Spring 2018 CSC course overtally policy and waitlist procedure:

**No individual CSC overtallies policy** for Spring 2018
Per the CSC dept. faculty meeting on 11-2-18, it was agreed that students who individually seek overtallies will not be granted one for Spring 2018 CSC courses. In recent semesters, overtallies granted were unfair to waitlisted students, who did as college procedure advised. Additionally, because many students did not waitlist, preferring to individually approach faculty for overtallies instead, our department could not provide our division an accurate idea of how many more students needed an additional section of a course. The ideal outcome of our waitlist procedure is that students are able to get in based on a fair waitlist system, and because a waitlist housing all interested students helps us demonstrate high demand for an additional section(s) of a course, which is our broader aim to serve as many students as we can.

**Waitlist procedure**
If seats fill in a Spring 2018 CSC course(s) you are advised to take, you must first try and waitlist on CUNYfirst. When you search for CSC classes, pick the subject CSC, pick the course career undergraduate, don’t put a course number, uncheck the “show open classes only” box, then search. You’ll see all CSC undergraduate classes on one screen which are open, full, and waitlisted. If a course you need is full (no waitlist is available on CUNYfirst) then please email both of our front desk administrative team members joanne.morris@csi.cuny.edu and laurie.guido@csi.cuny.edu with your name, EMPLID, and best phone number, and we will add your name to our dept. waitlist in the order it was received.

**How we will advocate for more section(s) using waitlist, and determine overtallies**
We will try to advocate for additional section(s) if there are a high number of waitlisted students, particularly for a course that is needed for graduation. For this reason, it’s important that even if you see several people ahead of you on the waitlist, to still waitlist, so we can demonstrate student need for more section(s). If we are unable to open an additional section, in December or early January, our dept. chairperson and I will reference waitlisted students’ advising records to ascertain which waitlisted students have the greatest need for an overtally in the course (i.e. needed for graduation in coming semester, in order of who waitlisted first, etc.) and contact students to grant overtallies where possible. We will do our best to accommodate CSC majors, and in particular, graduating seniors who absolutely need a seat to graduate on time.

While we understand that this entails you potentially waiting to figure out whether you will get a seat in the class from the waitlist, this is the fairest procedure considering needs of all CSC majors given the hiring limitations we have. This process allows us to better advocate for more section(s) if possible, and if not, then using degree progress data, give priority to students who most need the overtallies, and contact them via phone and/or email when we make the determination.

We apologize for the stress that enrollment can entail. We will do our best to accommodate our students in the fairest way, given the growing number of students in our major. If when the semester begins you are still unable to get a seat in a course you’re advised to take, you can try attending the first day of class and ask to join if a seat opens up.