

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

Before semester begins, overtallies will be determined by dept. chairperson

Per the CSC dept. faculty meeting on 11-2-17, it was agreed that students who individually seek overtallies before the semester begins will not be granted one for CSC courses. In recent semesters, overtallies granted before the classes began 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 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 (internal) dept. waitlist.

How we will advocate for more section(s) using waitlist

We will try to advocate for additional section(s) if there are a high number of waitlisted students. 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 students' need for another section(s).

How we will determine overtallies

If we are unable to open an additional section, our dept. chairperson will periodically review the waitlists, and based on objective criteria, grant overtallies where possible. Those students will be contacted indicating they may enroll in the course for which they have an overtally. Here is the order of overtally priority: graduating seniors, graduate students, financial aid compliance, and order on the waitlist. We will do our best to accommodate our students, and in particular, students nearing degree completion 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 growing numbers of CSC majors, and hiring limitations we have. This process allows us to better advocate for more section(s) if possible, and if not, then grant overtallies where possible in an objective way.

How to use an overtally

We will contact students via phone and/or email when the chairperson determines an overtally can be given. If you receive an overtally, you have to enroll yourself in that course. Even if the course is full, CUNYfirst should allow you to register (as long as you don't have a time conflict with another enrolled course, or pre-requisite waivers needed).

You have one week to use your overtally. If you don't use it in that timeframe (due to not wanting it anymore, because your schedule is set with other courses, or not checking your correspondence), we will give the overtally to another student(s) who waitlisted for the course. Please be checking your correspondence once a day.

If when the semester begins, you did not get in from the waitlist, and did not obtain an overtally, you can try attending the first day of class and ask the instructor to join if a seat opens up. Once classes begin, instructors will determine overtallies for their individual sections. 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.