

Studio Enrollment Policy

There are four goals that the Studio Enrollment Policy is designed to address.

1. First year studios should not exceed 24 students and second through fifth year studios should not exceed 18 students. Exceeding these limits should only occur after consultation and agreement between the department head and the area coordinator and faculty with respect to budgetary constraints or student numbers.
2. Studios should be equally populated and fully enrolled. Keeping the number of studios to a minimum is essential because studios are our most expensive courses—studio efficiency minimizes program cost.
3. Students should experience the greatest possible variety of faculty within any given year and within the program as a whole.
4. Department enrollment policies should minimize any counteracting of the University's priority processes.

Because the permission process is controlled by each faculty member, implementation of any enrollment policy depends on the support of each faculty member.

Studio Enrollment Limits

The enrollment limits on CPReg for first year studios will be set at 23 students. The number of studios planned for a course will be based on dividing the projected number of students by 24.

The enrollment limits on CPReg for second through fifth year studios will be set at 17 students. The number of studios planned for a course will be based on dividing the projected number of students by 18.

The reasons for the difference between the planning and enrollment limit numbers is to ensure that all sections fill equitably, and to provide faculty the ability to address individual circumstances within these guidelines.

Studio Add Process

If all students are not accommodated through the normal University enrollment process, the following process should be followed to add students to a design studio.

Before classes begin, students who have not been able to enroll in a design studio should submit a Course Request Card that can be found on the department web site. A list of students requesting studios will be provided to each area coordinator prior to the first class meeting.

No Permission Numbers should be issued by faculty at the first studio meeting.

The names of students who want to add a studio should be recorded by the teacher at the first studio meeting.

The area coordinator should schedule a meeting of area faculty during studio time the first day to identify and place the students needing to be accommodated.

Students should be assigned to studios with the goal of meeting a 14 student minimum and keeping enrollments as equal as possible.

Prior to issuing and Permission Numbers, the area coordinator should provide the department with a list of the students being accommodated by studio so that prerequisites can be checked. The department will notify the coordinator and faculty member if the student has prerequisite deficiencies. Students with deficiencies MAY be accommodated only after all those without deficiencies have been placed.

Faculty should provide the students assigned to their studio with a Permission Number.

Any students that show up after the distribution has occurred, should be directed to the area coordinator who is responsible for coordinating their assignment with faculty agreement if room is available and pre-requisites are met.