Enrollment Essentials for Students

From the Office of the Dean
AddRan College of Liberal Arts

Introduction

Welcome to Fall 2024! We want to be sure we support you on your path to success by helping you to get into the right courses at the right time, encouraging you to track your own degree progress in PeopleSoft, and completing enrollment procedures in a timely manner. For this reason, we've put together what we hope is a handy reference sheet as we all work together with you in the first couple of weeks of the semester to get you situated. Here's to a successful, healthy, and happy fall semester!


AddRan ambassadors participating in a leadership workshop.

Intent to Graduate

If you plan to graduate in December 2024 or May 2025, please file your intent to graduate before you finalize your schedule for fall 2024. The Dean's Office has sent e-mail reminders, posted QR codes around campus, and has the intent to graduate form available here on the website: https://addran.tcu.edu/intent-to-graduate.php. Please complete these applications as soon as possible. The earlier they get on our radar, the better. Please also check your own advising report as you plan. Thank you.
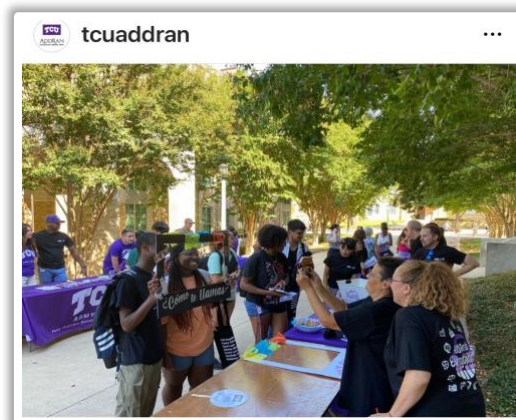

Students attending Welcome Back event, 2023.

Waitlists

Students who are on the waitlist will not automatically slip over into the course when a seat becomes available if (a) they are registered for another class at the same time (which they often are as a backup); (b) the addition of the class would push them over 18 hours; (c) they do not have the prerequisite for the class. If (a), you need to drop the conflicting class. If (b), you need to contact the Dean's Office to request an academic overload (see "Academic Overloads" on this document). If (c) and you still want to try to get into the class, you will require a permission number from the instructor or department. Here are instructions for how to use a permission number once you have one.

Educating global citizens.
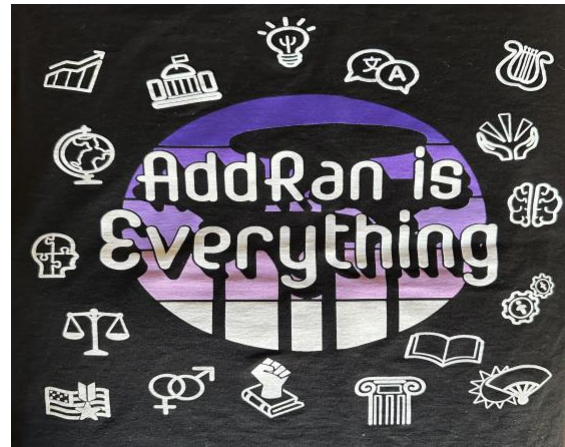
Academic Overloads

Any student needing to enroll in more than 18 hours for the fall semester must have the approval of the Academic Dean. If you need more than 18 hours, please follow the following steps if your first major is in AddRan:

1) Fill out this form to request an overload. It should be filled out electronically and sent to Associate Dean Muriel Cormican: muriel.cormican@tcu.edu.

2) We do not encourage overloads unless there are significant reasons for them, e.g., you a graduating senior and are 3 hours short of 120 hours.

Late Adds

The last day to change enrollment for the fall semester is Friday, August 23. Though we discourage it, we realize that there may be situations in which you need to late add a class. If your first major is in AddRan and you have a verifiable and good reason to late add, please follow the steps below. Finally, please keep in mind that we will only process late adds after August 30, 2024, in extreme circumstances.

1. If your first major is in AddRan, a late add begins with the instructor of the course—regardless of what college the course resides in. You should (a) get permission from the instructor to late add the class; and (b) ask the instructor to please e-mail their approval to Associate Dean Muriel Cormican in AddRan. The approval e-mail has to come to Dr. Cormican directly from the instructor of record and must state clearly that late adding will not prevent you from being successful in the class. The professor should copy the student on this message.
2. Once you see that this e-mail has been sent, you can take step 3 below.
3. E-mail Dr. Cormican (muriel.cormican@tcu.edu) and send all the following information:
■ A clear statement that you are requesting a late add.
■ Your full name and TCU ID# as they appear on TCU documentation.
■ The course number and name with the section number, days and times, **AND** the 5-digit, unique identifier for the class (far left on class search).

Celebration of Student Research.

Directed Studies

If you are working with a professor to add a directed/independent study, here are the steps to follow:

1. Together with the professor, fill out the Directed Studies form.
2. The professor will need to create a skeleton syllabus that includes (a) a course description; (b) list of assignments; (c) explanation of how the grade will be assessed; and (d) dates/deadlines as appropriate.
3. The paperwork should be sent to the Chair of the department for approval.
4. The Chair should then forward all materials to Associate Dean Muriel Cormican (muriel.cormican@tcu.edu), copying Mrs. Nancy Gonzalez (nancy.gonzalez@tcu.edu).

Undergraduate forms available here:

https://addran.tcu.edu/resources/undergraduate-resources.php

Helpful how-to videos for students available here:

https://www.youtube.com/@tcuregistrar1060