Fall 2016 enrollment is under way, and some sections have already reached their enrollment capacity. In some cases, a student might be able to get an over tally into a closed section. Below is the policy of the Department of Philosophy.

The Department chair must enter the official permission in CUNYfirst. However, the chairperson will only enter a permission if the instructor of the specific section in question agrees to allow the student to enroll in a full section. The instructor has the right to deny any and all requests for over tallies. The chairperson will never override the decision of the instructor.

The chairperson requires the documented, explicit agreement of the instructor. Therefore, a student requesting an over tally should first approach the instructor for a specific section and obtain written permission from that instructor. (This can be either a signed note from the instructor or an email.)

To enter a permission in CUNYfirst, the chairperson will need the following information from the student:

1. The student's full name (as it appears in his/her official records)
2. The student's CUNYfirst ID (i.e. EMPLID) number.
3. The course number and specific section of the course.

As a general rule of thumb, students who need a specific course in order to graduate at the end of Fall 2016 will be given priority, if any over tallies are granted by an instructor.

Students who wish to enroll in a section currently listed as being taught be "STAFF" will need to wait until an instructor has been assigned to the course. (This should take place later in April or early May.)