

# Spring 2019 Computer Science Course Enrollment Policy and Registration Procedures

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### **INTRODUCTION**

Enrollments in Computer Science courses have increased dramatically over the past five years, including majors and non-majors from both the School of Engineering and the School of Arts and Sciences. CS is now the largest major across Arts, Sciences, and Engineering! We had over 150 Computer Science majors graduate in 2018, and we project approximately 200 graduates in Spring 2019.

We will continue with registration procedures and course enrollment rules that are similar to but not identical to the ones that have applied for Fall 2018. These policies ensure that we continue to serve the students taking our courses to the best of our abilities without placing unrealistic demands on our graduate teaching assistants and our faculty.

The purpose of this note is to clarify the registration policies for each of our courses and to clarify the procedures that students must use when registering in SIS. This is not a comprehensive list of all courses that will be offered in the Spring; it is only a list of those courses that have enrollment restrictions. You can refer to the Computer Science website or SIS for a full list of courses that will be offered.

Please note that “Freshman or Sophomore Standing” for registration in Spring 2019 is with respect to your terms of residency here at Tufts. If you are in your first or second semester, you are a freshman. If you are in your third or fourth semester, you are a sophomore. The “Freshman” or “Sophomore” in the policies below refer to your standing when the course starts in Spring 2019.

### **SPRING 2018 COURSE ENROLLMENT POLICIES**

#### ***COMP 05 (Teaching Computer Science)***

This course requires department consent. First-time TAs for COMP 11 and 15 will be given permission to enroll. If you are a TA for another course, or are TAing but not for the first time, you can contact the instructor and may be allowed into the class if space allows.

#### ***COMP 10 (Computer Science for All)***

This course is intended for non-CS majors only. It will not count for credit towards any Computer Science degree. This course will **not** fulfill the Mathematical Sciences distribution for A&S students.

### ***COMP 11***

The following students can register up to the maximum available capacity:

Freshman or Sophomore Standing OR Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR School of Engineering - Computer Engineering (BSCPE) OR Electrical Engineering (BSEE) OR College of Liberal Arts - Cognitive and Brain Sciences (BA or BS) OR College of Special Studies - Post-Bac Computer Science Program.

All other students can sign up through special wait list sections (03 and 04), and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

**An important note about COMP 11 sections:** we are continuing our new version of COMP 11, and both sections will meet at the same time. We will divide the sections up at the start of the term based on previous programming experience. You can sign up for either section, and we'll sort you into sections when the term starts.

### ***COMP 15***

The following students can register up to the maximum available capacity:

Freshman or Sophomore Standing OR Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR School of Engineering - Computer Engineering (BSCPE) OR Electrical Engineering (BSEE) OR College of Liberal Arts - Cognitive and Brain Sciences (BA or BS) OR College of Special Studies - Post-Bac Computer Science Program.

All other students can sign up through special wait list sections (03 and 04), and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

**An important note about COMP 15 labs:** there are 4 labs in SIS with the designation LL: LL1, LL2, LL3, and LL4. These are "bring your own laptop" labs and will require you to bring and use your own laptop. The remaining labs, LA, LB, LC, LD, LE, and LG, will take place in a computer lab and you will not have to bring any additional equipment.

### ***COMP 40***

The following students can register up to the maximum available capacity:

Freshman or Sophomore Standing OR Graduate Standing OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR College of Special Studies - Post-Bac Computer Science Program. COMP 15 is also required.

All other students can sign up through special wait list section (02), and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

### ***COMP 105***

The following students can register up to the maximum available capacity:

Graduate Standing in Computer Science OR School of Engineering - Computer Science (BSCS) OR College of Liberal Arts - Computer Science (BA or BS) OR Computer Science Second Major OR College of Special

Studies - Post-Bac Computer Science Program OR School of Engineering – CERT/PB OR School of Engineering - Computer Engineering (BSCPE) OR Graduate Standing in Electrical Engineering.

All other students can sign up through special wait list section (02), and will be allowed into the class if space permits. Priority will be given to those minoring in computer science and those closer to graduation.

**An important note about COMP 105 recitations:** recitations will be scheduled after the initial registration period. The only recitation that you will be able to register for is recitation RZ, a dummy recitation with no set time. Please register for this recitation when you register for COMP 105-01, and you will receive further information from the course instructor. Also note that registering for the waitlist recitation, RW, will waitlist you for the course as well. This recitation is meant only for students registering for the waitlist section of the course (105-02).

### **COMP 117**

This course is department consent only. If you are interested in registering, you must apply first. This link (<https://www.cs.tufts.edu/comp/117/applying>) will give you information about the application process and a link to the application itself. Please fill this form out by Tuesday, November 7th at the latest. You can also review the course content and find out if the course is right for you by checking out this page: <https://www.cs.tufts.edu/comp/117/shouldItakeit>.

### **COMP 150-01 (“Entrepreneurship for Computer Scientists”)**

The following students can register up to the maximum available capacity:

Graduate standing OR School of Engineering – Computer Science (BSCS) OR College of Liberal Arts – Computer Science (BA or BS) OR Computer Science Minor; junior or senior standing required for all undergrads.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

### **COMP 150-02 (“Human Robot Interaction”)**

The following students can register up to the maximum available capacity:

Graduate standing OR School of Engineering – Computer Science (BSCS) OR College of Liberal Arts – Computer Science (BA or BS) OR Computer Science Minor; senior standing required for all undergrads. Junior standing allowed with instructor consent.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

### **COMP 150-03 (“Software Engineering”)**

The following students can register up to the maximum available capacity:

Graduate standing OR previous completion of COMP 40.

There is no separate wait list for students who do not meet the above qualifications.

### **COMP 150-07 (“Ethics for AI, Robotics, and HRI”)**

The following students can register up to the maximum available capacity:

Graduate standing OR School of Engineering – Computer Science (BSCS) OR College of Liberal Arts – Computer Science (BA or BS) OR Computer Science Minor; senior standing required for all undergrads. Junior standing allowed with instructor consent.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

### **COMP 150-08 (“Probabilistic Robotics for HRI”)**

The following students can register up to the maximum available capacity:

Graduate standing OR School of Engineering – Computer Science (BSCS) OR College of Liberal Arts – Computer Science (BA or BS) OR Computer Science Minor; previous completion of COMP 50 – Autonomous Intelligent Robots required for all undergraduates.

There is no separate wait list for students who do not meet the above qualifications. If you do not qualify to register, please check with the instructor after registration closes for availability if the enrollment is not at capacity.

### **COMP 260**

The following students can register up to the maximum available capacity:

Graduate standing AND previous completion of COMP 160, or instructor consent.

## **PROCEDURES FOR REGISTERING USING SIS**

As explained above, registration in several courses is restricted to particular groups of students, with a wait list used for any such students who would cause the course to exceed capacity. *Students who do not meet the restricted registration requirements may (for some courses – see lists above) join a separate wait list.* The following sections explain how to register in SIS and how the wait lists will be administered.



*Be sure you understand whether you meet the restricted registration requirements for each course before attempting to register. These are for the most part similar to those used for fall term courses.*

### **COMP 11, 15, 40, 105, 160, and 170: SIGNING UP FOR THE APPROPRIATE “LECTURE” SECTION IN SIS**

These instructions apply to COMP 11, COMP 15. As described above, these courses offer separate “wait list” sections for students who do not qualify to register immediately.


For the typical course, SIS has one “section” listing for each time at which a class is offered. For example, COMP 40 is offered in only one block and would usually have one section listing; COMP 11 is offered in two blocks, so normally there would be one SIS section listing for each.

To support the two separate wait lists, *there are now two SIS sections for each actual offering of COMP 11, COMP 15, COMP 40, COMP 105, COMP 160 and COMP 170.* Each pair of section listings has the following characteristics:

1. One section is intended for use by students who qualify for restricted registration (Comp Sci majors, etc.) This section shows in SIS a capacity equal to the intended size for the course. Until it fills it shows with a status of  and once filled it is marked . There is also a wait list with additional capacity. *This section will allow enrollment and wait list registration only by students who meet the restricted registration requirements. SIS will not let others enroll or wait list, regardless of the date on which enrollment is attempted.*

If you expand the “details” for these sections, they show codes for the pertinent enrollment restrictions. For example:

<b>Enrollment Reqs</b> Requires Graduate Standing, Liberal Arts Sophomore Standing, or Computer Science Major or Post Bac Computer Science.
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2. The second section is for use by students who are *not* eligible per the restricted registration rules. It will allow registration from any student who meets the prerequisites for the course, *but it has a set capacity of zero (no students) and thus always shows as full in SIS. It will always show a status of . Students who do not qualify for restricted registration may add themselves to this wait list.*

These sections will typically show no enrollment requirements relating to your status as a CS major, etc.

### **INSTRUCTIONS FOR STUDENTS WHO *QUALIFY* FOR RESTRICTED REGISTRATION**

Most likely, your registration will be similar to what you do for any other course, but you must be sure to choose the section that is intended for qualifying students. As discussed above, you can recognize these sections because their “Class Capacity” is greater than 0. You can also note that the Enrollment Requirements shown in SIS match the published restrictions for the course (e.g., CS majors, etc.).

*Be sure you have found the appropriate (capacity > 0) section and register. If there is space in the class, your enrollment will be confirmed. If not, join the wait list for the (capacity > 0) section.*

If your course has a lab, then **choose any lab except LW-LAB. The only time you should choose LW-LAB would be in the event that the class is full and you put yourself on the wait list.**

### **INSTRUCTIONS FOR STUDENTS WHO *DO NOT QUALIFY* FOR RESTRICTED REGISTRATION**

The course section you are looking for will have a capacity of 0; it will either have no Enrollment Requirements (because anyone can join the wait list) or it will show prerequisite requirements unrelated to the capacity limits.

*Join the wait list for this section.*

If your course has a lab, then **enroll in LW-LAB only**. This section is a wait list for the lab. Your actual lab time will be determined if you move from the wait list to confirmed status. **You must sign up for the *wait list*. If you try to register for a different lab section, your registration will fail.**

### **INSTRUCTIONS FOR CS MINORS**

Please note the minor requirements:

Five courses are required for a computer science minor:

- COMP 15
- COMP/MATH 61
- Two courses chosen from COMP 40, 105, 160 and 170
- One additional course in computer science numbered above 15

We will do our best to accommodate your choices in 40, 105, 160, and 170. We will also do our best to accommodate your choice of the additional CS course above 15.

### **HOW CLASSES WILL BE FILLED**

As usual, if SIS accepts your enrollment in the course then your place is reserved. There is nothing further for you to do. *This will only be possible initially for students eligible for restricted registration.*

No students will be moved from wait lists to full registered status until all eligible students have had an opportunity to register. After that, the department will move students from the wait lists to registered status as space permits. The timing for this will likely depend on the individual course and the number of students registered; for example, if many spaces are left after all qualifying students are served, then we can promptly register students from the unrestricted wait list. In other cases, decisions may be delayed until closer to the start of the term.

#### *FILLING SPACES IN THE SPRING WHEN STUDENTS DROP CLASSES*

Some classes may allow a few students from the head of the wait lists to begin class work for a few weeks at the start of term, but those students will be allowed to enroll and complete the class only if other students drop and open up a space. The details will depend on the particular class; *if you are eligible to do this, you will be informed before the start of the term.* In the meantime, you should register and attend other courses as there is a significant chance that there will not be space for you.

### **DECLARING YOUR MAJOR OR MINOR IN COMPUTER SCIENCE**

If you are not already a Computer Science major or minor and wish to become one, please follow these procedures:

- For students in the School of Engineering:

Complete the [Engineering Primary Major Declaration](#) or [Declare an Additional Major](#) form found on the Tufts Student Forms page. You will be assigned an advisor.

- For students in the School of Arts and Sciences:

Complete the [Liberal Arts Primary Major Declaration](#) or [Declare an Additional Major](#) form found on the Tufts Student Forms page. When asked to enter an advisor's name and email, please enter Megan Monaghan as the advisor and [megan@cs.tufts.edu](mailto:megan@cs.tufts.edu). Megan will receive your form and assign you an advisor.

You can use the [Add a Minor](#) form to add a minor. Please note that no advisor will be assigned to you if you are declaring a minor.

Note too that your eligibility for restricted registration does not formally begin until the registrar has processed your declaration in SIS. This can take up to two weeks from the time you submit the electronic form. If you are making a late declaration and wish to be considered for enrollment in restricted courses, please join the unrestricted wait list (if one is available) and contact the instructor.

If you have any questions, please contact your Computer Science adviser. If you currently do not have a Computer Science adviser, please direct questions to the CS office at ([csadmin@cs.tufts.edu](mailto:csadmin@cs.tufts.edu)).

Sincerely,  
The Faculty of the Department of Computer Science