
Revision Responsibility: Registrar
Responsible Executive Office: Senior Vice President and Dean of the College
Committee Approval: Academic Council

Purpose:

To detail the course capacity policy of Millsaps College for undergraduate courses.

Policy:

Effective Fall 2015 for Spring 2016 registration:

- FYCS 1010 Ventures, FYCS 1020 Connections, and TRCS 1050 Discovery will normally be capped at 15 students.
- FYHH 1010 and FYHH 1020 Our Human Heritage courses will normally be capped at 30 students per section so 15 students can be in each sub-discussion group.
- Money, Markets, and Leadership will normally be capped at 22 students.
- Senior Seminars will normally be capped at 15 students.
- Science labs will be capped at 24 students except the following:
 - BIOL 2000 and BIOL 3300 will be capped at 20
 - BIOL 2200, BIOL 3200, BIOL 3310, BIOL 3320, and BIOL 1730 will be capped at 14
- Drawing (ARTS 1000, ARTS 2000, ARTS 3000), Painting (ARTS 1100, ARTS 2100, ARTS 3100), Sculpture (ARTS 1300, ARTS 2300, ARTS 3300), & Photography as well as other special topics in Studio Arts (ARTS 2750) will be capped at 12 students.
- Printmaking (ARTS 1200, ARTS 2200, ARTS 3200) will be capped at 10 students.
- Digital Arts (ARTS 1400, ARTS 2400, ARTS 3400) will be capped at 15 students.
- ACCT 2000, ACCT 2010, ACCT 4900, and ECON 3000 will be capped at 30 students.
- MGMT 1000, MRKT 3000, MGIS 3000, FINC 3000, ADMN 3000, ACCT 3000, and MGMT 4900 will be capped at 35 students.
- EDUC 3600 will be capped at 10 students.
- All WRIT classes will be capped at 15 students. WRIT 1001 specifically will be capped at 10 students.
- Every other undergraduate class in the college will be capped at 25 students.
- The Office of Records may lower the course capacity for freshman courses until summer registration so that upperclassmen do not take up all freshman classes prior to their enrollment.
- For the exception of the following courses, faculty are not allowed to implement registration by permission of instructor only:
 - Undergraduate Research Courses
 - Internships

- Directed studies
- Theatre production courses
- Honors Project courses
- Ford fellowship TEAC courses
- VESO 1011 and VESO 1021 for Wellspring
- International Perspectives Program

Temporary exceptions to this policy will be routed to the Divisional Deans.

Any requests for a permanent change in policy must be routed through Academic Council.