Theatre & Dance Course Pre-Registration Guidelines

Overview

To support student progress through degree requirements and ensure equitable access to high-demand courses, the Department of Theatre and Dance administers a pre-registration process for selected courses each semester.

Pre-registration allows the department to reserve seats for students who require specific courses for timely degree completion, sequenced curricula, or program progression. Students should carefully review these guidelines and participate in the process by the published deadlines.

How Pre-Registration Works

1. **Notification**
    - When the course schedule becomes available, all Theatre and Dance majors will receive an email from the administrative assistant of music, theatre, and dance outlining eligible courses and pre-registration procedures.
2. **Student Requests**
    - Students seeking enrollment in designated pre-registration courses must submit their requests through the department's online form by the stated deadline.

    - Requests submitted after the deadline may not be accommodated.
3. **Department Review**
    - Requests are reviewed to ensure students are placed appropriately based on:
        - Degree requirements
        - Program sequence
        - Class standing
        - Graduation timelines
        - Available course capacity
4. **Registration Processing**
    - Approved requests are forwarded to the Registrar's Office for enrollment processing.
    - Students should monitor their schedules in Homer Connect and consult with their advisor if questions arise.

Courses Typically Included in Pre-Registration

The list of courses may vary by semester based on curricular needs and enrollment capacity.

Performance Programs

The following courses may be pre-registered to ensure students are enrolled in the correct sequence or designated section:

- First-Year Acting Sequence
- Sophomore Acting Sequence
- Theatre History (Musical Theatre majors in the fall term and Acting majors in the spring term)

- Dangerous Women (BFA Acting and Musical Theatre Juniors and Seniors)

Theatre Studies

Priority enrollment may be assigned for:

- Playwriting I (BATS only)
- Directing I (BATS only)
- Dramaturgy I (BATS only)

Theatre Production & Management

Examples of courses that may utilize pre-registration include:

- Advanced Sound Technology (for designated Sound Recording Technology students)
- The Actor's Process
- Acting I
- Directing I (stage management majors only)
- Lighting Tech - TPD Students only
- Costume Tech - TPD Students only
- Sound Tech - TPD Students only
- Scenic Art - TPD Students only
- Intro to Electroacoustic Music

Automatic Departmental Enrollment

In certain situations, students may be enrolled by the department without submitting a request form. This practice is used when:

- Students must be placed into a specific section as part of a curricular sequence.
- Seat allocations have been established for particular majors or cohorts.

- Administrative efficiency requires coordinated registration across programs.

Examples may include:

- Acting sequence placements
- Vocal coaching assignments
- Designated sections of Theatre History
- Program-specific technical theatre courses

Casting-Based Course Enrollment

Students cast in departmental productions that carry academic credit may be added to associated rehearsal and performance courses after casting decisions have been finalized. These registrations typically occur after the primary registration period and are enrolled by the administrative assistant for The Center for Music, Theatre and Dance.

Important Notes

- Pre-registration does **not** guarantee enrollment in every requested course.
- Students remain responsible for reviewing their schedules and meeting degree requirements.
- Courses not included in the pre-registration process should be registered for during the student's assigned registration window.
- Specific deadlines and eligible courses will be communicated each semester.

Advisor Workflow for Theatre and Dance Pre-Registration

Step 1: Review Degree Progress

Before registration advising begins, review the student's degree progress and identify:

- Required courses for the upcoming semester
- Sequenced courses critical to advancement in the major
- Graduation requirements and timelines
- Any outstanding prerequisites or incomplete requirements

Pay particular attention to students nearing graduation, transfer students, and students returning from leave.

Step 2: Identify Pre-Registered Courses

Determine whether any of the student's required courses are managed through the departmental pre-registration process.

Typical examples include:

Performance Programs

- First-Year Acting Sequence
- Sophomore Acting Sequence
- Theatre History (Musical Theatre majors in the fall term and Acting majors in the spring term)
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Theatre Studies

- Playwriting I (BATS only)
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Theatre Production & Management

- Advanced Sound Technology (for designated Sound Recording Technology students)
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Step 3: Discuss Registration Strategy

During advising meetings:

- Confirm which courses the student must complete in the upcoming semester.
- Explain which courses will be handled through pre-registration.
- Identify appropriate alternatives or electives in the event of schedule conflicts.
- Encourage students to closely monitor departmental registration communications and deadlines.

Step 4: Monitor Department Communications

Students eligible for pre-registration may receive communications from Academic Services regarding:

- Enrollment requests
- Section preferences
- Registration deadlines
- Course placement information

Remind students that missing deadlines may affect their ability to enroll in preferred sections.

Step 5: Verify Enrollment During Registration Period

After registration activity has been processed:

- Review the student's schedule.
- Confirm enrollment in required pre-registered courses.
- Verify that the student is enrolled in the appropriate section when multiple sections exist.

- Check for schedule conflicts created by administratively assigned courses.

Step 6: Address Problems Early

If a student is:

- Missing a required course,
- Enrolled in an incorrect section,
- Experiencing a registration error, or
- Unable to access a required course,

contact Theatre and Dance Academic Services as soon as possible.

Early intervention significantly increases the likelihood that enrollment issues can be resolved before courses reach capacity.

Step 7: Review Post-Casting Enrollments

For students participating in departmental productions:

- Remind them that rehearsal and performance courses will be added after casting decisions are finalized.
- Review schedules following casting announcements.
- Ensure that credit-bearing production assignments do not create schedule or credit-load concerns.

Advisor Decision Tree

Is the course part of a sequenced curriculum?

- Yes → Verify whether the department will pre-register the student.
- No → Student registers during their assigned registration window.

Is the course required for graduation within the next academic year?

- Yes → Flag potential enrollment concerns early and consult Academic Services if necessary.

- No → Continue with normal registration planning.

Has the student been successfully enrolled after registration processing?

- Yes → Continue degree planning.
- No → Contact Academic Services to determine next steps.

Advisor Responsibilities at a Glance

✅ Review degree progress

✅ Identify courses managed through pre-registration

✅ Inform students of deadlines and procedures

✅ Verify final enrollment

✅ Monitor graduation-critical requirements

✅ Refer registration issues to Academic Services

❌ Do not assume students will self-register for all required Theatre and Dance courses

❌ Do not wait until add/drop to address missing required coursework

This workflow ensures that advisors, Academic Services, and program coordinators work together to support timely degree completion while effectively managing enrollment in high-demand Theatre and Dance courses.