

## **BMB Batch Enrollment**

### **What is batch enrollment?**

Batch enrollment is the process we use to assemble lists of students to be added to certain upper-level Biochem courses. The Registrar's Office enrolls these students in one big batch before registration begins (hence the name "batch enrollment").

We use batch enrollment as a tool to make sure all of our majors can graduate in a timely manner. SPIRE determines enrollment appointments based on the number of credits a student has, so someone in their 8th semester who needs a course to graduate could be pushed-out by a someone in their 6th semester who has more credits and thus has an earlier enrollment appointment. By building the rosters ourselves, we can prioritize enrollment based on who has been in the major the longest, making it possible for all of our majors to graduate in eight semesters.

### **How does it work?**

The batch enrollment process starts a few weeks before registration begins with an email to all juniors and seniors to notify them that batch enrollment is coming-up. A few days later, students who are eligible (i.e., have the prereqs) will receive an email containing a link to a Google form in which they can indicate that they are interested in being enrolled, along with their section preference (if there is more than one section). Students will get a separate email for each course for which they are eligible.

Once the submission deadline has passed, we start building the rosters. This process usually takes a couple of days, but once they're done we post them outside of 912 LGRT and notify students that they are available to view (this usually happens before students are able to see the course on their SPIRE schedule).

### **FAQs**

*Which courses are batch enrollment courses?*

We traditionally batch enroll Biochem 394RI (Fall only), Biochem 426, and Biochem 430H, although we have been known to batch enroll other courses depending on the demand. Read all batch communications carefully to see which courses we will be batch enrolling each semester.

*Can I enroll in a batch enrollment course myself?*

No. Batch enrollment courses are set to Department Consent in SPIRE, meaning you will not be able to enroll yourself in the course even if you see an opening. You must complete the form if you would like to be enrolled.

*I'm pretty sure I'm eligible for a batch enrollment course, but I didn't get the form...*

Please email [bmbprogram@biochem.umass.edu](mailto:bmbprogram@biochem.umass.edu) and let us know! We do our best to catch everyone, but mistakes happen.

*I submitted the batch enrollment form, so why wasn't I enrolled in the class?*

There are a limited number of seats in each course, so not everyone who completes the forms will be enrolled. If you weren't enrolled, then you are on the waitlist and we will contact you if a spot opens-up.

*What if I get put in a section that I don't like?*

If you do not get into your first choice section, you will have the opportunity to find someone in another section to swap with once your registration appointment begins.

*I'm off-campus this semester (study abroad, co-op, etc), so I can't go to 912 LGRT and see the posted rosters. How do I know if I've been enrolled?*

The courses will be visible on your SPIRE schedule a day or two after we post the rosters, but if you can't wait just email [bmbprogram@biochem.umass.edu](mailto:bmbprogram@biochem.umass.edu) and we'll get you that info.

**Have any other batch enrollment questions? Email [bmbprogram@biochem.umass.edu](mailto:bmbprogram@biochem.umass.edu).**