

Procedure title	Oversubscribed Class Procedure
Procedure area	Academic - Student, Management
Procedure available for Students – yes/no	Yes
Procedure detail	<p>Sometimes too many students register for a class. To minimise frustration, remember the basics: ‘Look after yourself and look after other people’.</p> <p>Although it’s impossible for everyone to be on time for the start of the first day of any class, remember that creativity is about doing the impossible several times before breakfast.</p> <ul style="list-style-type: none">• If you can’t get to a class on time, please advise Reception pronto. After the morning break your place is up for grabs• If you swap to another class, please advise Programme Support as soon as you can or your karma will be damaged for at least a thousand years• If there is space in a class and you are on the waiting list, a very nice tutor may allow you to join the group. After morning tea they will decide if you can stay• If all else fails, join another class. The universe might be telling you that it has something else planned for you
Related Policy	none
Date Created	15/11/2010
Review dates	December 2014
Next review date	December 2015
Links	