



CLOSED COURSE PROCEDURES

➤ Before the start of the semester

1. Your first step is to check on Self Service Banner DAILY to see if you can find an open section.
2. In the interim, you are welcome to visit the specific department to request that you be placed on a waiting list. View the following website for a FOX Business department contact information:
<http://www.sbm.temple.edu/dept/>
3. If a course still doesn't become available, follow the procedure listed below only after the start of the semester.

➤ Once the semester starts:

If you need a **business course**, you should **get a registration change card from our office (Speakman Hall 101)** and take it to the class. If the instructor signs the card, please bring it back to our department and our front desk will register you for the course. Please be sure to wait for your receipt. Please note: if there are other sections of the same course open at different campuses (ie. Ambler or Center City) the department will not open another section on Main campus until the others are full.

If you need a **non-business course**, you should **get a registration card from our office (Speakman Hall 101)**. Take the card to class and ask the instructor for permission to add the class. If the instructor gives you permission and signs your registration card, **you will need to go to his/her department and get a "green card" (closed section approval)**. **Please bring the registration card and the green card to our office, and the front desk will process the registration.** Our front desk will give the green cards to an office banner super user to remove the capacity overrides.

How do I find the location, times, and professor of a closed course?

1. The web-address is the following: <http://www.temple.edu/courses>
2. Select the desired semester/term (ex. 2011 Fall ...)
3. On the Class Schedule Search page, you can narrow your search by the following:
 - Select the Department/Subject (Accounting, Finance....)
 - Select the Number (2196, 2101, 1101)
 - Select the Course level/division (Undergraduate)
 - Select the Campus (Main, Ambler...)
 - Select the Day(s) and/or Times of the course
 - Click "**Class Search**" to display courses!
4. You reach the **Course Listing** displaying all the courses of the department you have chosen

How do I contact a professor or department?

You can search for their TU e-mail and other contact information on the Temple Cherry & White Pages. The url is: <https://directory.temple.edu/search/>