MEMORANDUM

To: Undergraduate Council, Student Government Association, Associate Deans, Academic Program
        Management, Faculty Senate

From: Libby Barlow, Executive Director, Academic and Institutional Information and Registrar
        Sarah Fishman, Associate Dean for Undergraduate Studies, CLASS
        Ian Evans, Associate Dean for Undergraduate Studies, NSM
        Simon Bott, Director of Undergraduate Affairs and Advising, Department of Chemistry

Re: Registration Proposal

November 7th, 2007

Currently students may add classes through the 6th class day, while university officials at all levels may add them through the end of the 12th class day. This has created many issues over the years that have become more visible and also more pronounced with the changes both in payment deadlines and from Admin to Peoplesoft. Limiting ALL registration to the 6th class day should rectify most of these issues. In addition, university policy that all classes should meet during all class periods, especially at the start of the semester, should be enforced.

This document is intended to initiate discussion based on

a)   whether limiting all registration to the first week of school is feasible,
b)   should such a limitation be feasible, what are the issues that need to be addressed,
c)   within these issues, what would be a good policy and what is a sensible timeline.

Proposal to change the registration deadline from the 12th class day to the 6th day.

Problematic Issues

1.   Students who miss the first week to two weeks of class are at a serious disadvantage for the rest of the semester. They have not been present for discussions of class rules and the syllabus and have also missed the introductory course content.

2.   Due to the extended registration dates and the resultant fluidity of class rosters, some classes do not even meet during the first week of class. This obviously either reduces the amount or depth of material covered during the semester or leads to instructors moving too quickly.

3.   Students who add during the second week of class are responsible for paying any extra tuition or fees by 5 pm on that day. Many students are either unaware of this policy or unable to pay immediately. This has led to several instances of students being added, dropped, added, dropped etc. In addition, many students do not realize that they have been dropped from the class until after the 12th day, which introduces other complicating issues.

4.   The ability of students to add up through the day on which enrollment numbers are reported to the state (12th class day, ORD) results in administrative and financial confusion past ORD.

Solution

All registration ceases after the 6th class day. By this stage, all classes MUST have met at least once so there can be no "formal excuse" for students to not be registered. This will provide time during the second week of class for all financial aid and other payment issues to be finalized before the ORD deadline.

The success of the new deadline for payment instituted this Fall demonstrates that it IS possible to make a dramatic change in the "culture" of the university with sufficient advance warning and publicity.

Informal discussions with faculty have been unanimous that faculty do not like the way in which students can ask to be admitted to the class after the first week and would appreciate the removal of this option.

In addition, the ability of instructors to monitor enrollment using Peoplesoft makes it much easier to make timely decisions about adding students.

The following is a proposed policy designed to institute these changes. This is not intended as a final suggestion but as a starting point for discussions.

Proposed Policy

As all activities are transparent to the students and university officials in this first week, there are no real policy changes needed within the week. If there is space in a class, a student may add through Peoplesoft. If a class is full, they should contact the instructor/advisor etc as each department sees fit. It might be sensible at this stage of the policy development to encourage departments to state their policy about students being added to full classes and distribute this information across the campus.

In an ideal world, there will be no need for any registration activity after the first week of classes. However, both students and university staff can make mistakes. To accommodate the first would obviously render any policy pointless, so there is only a need to formalize procedures to account for the second circumstances (which can include documented situations in which a student made a mistake based on what he/she was told by the appropriate university representative). It should be noted that only RAR staff will have access rights to add after the first week.

If an appropriate member of university staff makes an error during the first week that leads to a student NOT being enrolled in a class but who otherwise would have been, the designated Dean/Associate Dean of each college has full discretion whether to add the student to the class and this decision may not be appealed to any higher level. However, a college may not "late add" more students than would be equivalent to 0.1% of the SCH enrollment in that college after the 6th class day. This limit is to allow full enforcement of the policy. RAR should let the Dean/Associate Dean know as soon as this limit has been reached. Any subsequent actions can only be taken by the Provost's office.

While each college can establish their own policy for identifying such errors, then we strongly urge that a FULLY DOCUMENTED explanation/justification be sent to the appropriate Dean or Associate Dean of the College. This documentation should not consist solely of a statement of *mea culpa* but must include dated e-mail/memo/add form etc to substantiate the error. Should the Dean/Associate Dean decide that the error justifies adding the student, then they will contact the appropriate designated person in RAR. If the Dean/Associate Dean decides that the student should not be added, they must e-mail the student this information. If the student IS added, the e-mail should be sent by RAR.

This procedure is effective only for the second week of classes through ORD. After ORD, all decision concerning late adds/registration rest solely with the Provost's Office and all students should be sent directly to the appropriate person in the Provost's Office.

Intermediate Action

This proposal is a huge step, which will require significant scrutiny from all levels of the university. In addition, it is highly likely that enrollment will suffer a small "dip" the first semester that these rules are enacted. Thus, it would be advisable to take things in semi-small steps. Accordingly, we propose that the target date for full incorporation of the policy be **Fall 2009**. The three semesters in between can be used both to approach the target incrementally and also identify which are actual problems areas, policies, colleges etc.

Every semester :

1.   Activity through the 6th class day is as usual now.

2.   Instructors be required by Provost's office to meet during the first week. This instruction needs to be disseminated now and frequently!

3.   For adds AFTER the 6th class day, payment is due on 5 pm the day AFTER the add is carried out.

4.   No new student may register after the 6th class day.

The changes to be made in this second week policy may be divided into two categories – adds that are "new" (i.e., the student made no formal attempt to be added to the class) and "old" adds that could/should have been performed during the first week but for reasons of errors (student and/or university employee) were not completed.

"New" adds may be made only if

a)   there is space in the class;

b)   they are already enrolled in other classes (i.e., "adding" rather than "registering");

c)   the faculty member approves the action (as indicated by signature on an appropriate form).

In order to alleviate the communication/payment issues encountered this Fall, we recommend the following:

i)   Process initiated by student or advisor with form given to instructor for signature;
ii)   form MUST be signed there and then and **student or advisor** takes form the appropriate **College** office;
iii)   appropriate action taken by staff in college office. Peoplesoft should be used to enable access for adding during the time-period ONLY to people designated in advance;
iv)   once a student has been added, e-mail sent to address on Peoplesoft;
v)   student has until 5 pm the day AFTER e-mail is sent to take care of payment.

The add forms should have in large font this (or appropriate) procedure.

"Old" adds assume that all three of the above requirements are met. These can initially be performed by the colleges by their own standards with NO restraint from "higher-up" as long as certain limits are met. These limits are designed to direct the colleges easily towards the ultimate policy.

Again, it is crucial that the student be notified by e-mail when they are correctly added into their class(es).

Spring 2008

"New" and "old" adds allowed through 11th class day. Colleges encouraged to limit all such adds to no more than 5% of their total SCH after 6th class day and "old adds" to no more than 1% of their total SCH after 6th class day.

Fall 2008

"New" and "old" adds allowed through 9th class day. Colleges encouraged to limit all such adds to no more than 3% of their total SCH after 6th class day and "old adds" to no more than 0.5% of their total SCH after 6th class day.

Spring 2009

"New" and "old" adds allowed through 8th class day. Colleges encouraged to limit all such adds to no more than 1% of their total SCH after 6th class day and "old adds" to no more than 0.3% of their total SCH after 6th class day.

Fall 2009 (the final policy)

No "New" adds at all after 6th day. Colleges required to limit "old adds" to no more than 0.1% of their total SCH after 6th class day, according to their established policy. More than 0.1% must go to the Provost's office for approval accompanied by full documentation.