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**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

March 27<sup>th</sup>, 2008

Currently students may add classes through the 6<sup>th</sup> class day, while university officials at all levels may add them through the end of the 12<sup>th</sup> 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 NEW registration to the end of the 6<sup>th</sup> class day should rectify most of these issues. Instructors should be reminded that university policy stipulates all classes are expected to meet during the first week.

An earlier version of this document was intended to initiate discussion on this issue. As a result, both CLASS and Bauer School of Business limited student registration to the first week in the Spring 2008 semester. This revised version is based on the lessons learned from that exercise leading to a modified proposal for implementation in Fall of 2008.

**Proposal to change the registration deadline from the 12<sup>th</sup> class day to the 6<sup>th</sup> 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 12<sup>th</sup> day, which introduces other complicating issues.

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

### **Solution**

All NEW registration ceases after the 6<sup>th</sup> 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.

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.

### **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.

After the 6<sup>th</sup> class day, PeopleSoft access for adding classes should be stopped for everybody except specially designated people in each college. No new classes may be added after this point.

There will be administrative adjustments (not announced publicly) allowed through the 12<sup>th</sup> class day based on college review as follows:

- a) if a student was enrolled in a class and cancelled for non-payment after the sixth class day;

- b) if a department initiates a section switch within the same class (assuming available space);
- c) if a department initiates a class switch due to inappropriate placement (based, for example, on exams. Departments are encouraged to administer evaluation exams as early as possible so that such decisions can be made in the time frame of this policy);
- d) if extreme circumstances beyond the student's control are involved (including acknowledged error by a member of the university staff);
- e) if a student can verify, with an official approved degree plan, that a particular class is needed to graduate at the end of the current semester.

If a student is added to a class, it is essential that they be notified of this by e-mail. Any extra money due to the university as a result of any change must be paid within one to two days (the exact grace period is yet to be determined) of the class being added.

Some colleges and departments may need to adjust current practice. However, the two largest colleges have already adopted this policy and found that, with some minor adjustments, it can work. The fact that the largest, most diverse college managed to make it happen surely indicates that all departments and colleges should be able to adapt and enable the policy to take effect.