Ad Hoc Registration Team Fall 2012 Plan

Team Charge

On March 13th, the Chancellor's Office (CO) sent an enrollment planning memo to all CSU presidents. The memo covered a series of enrollment directives in response to the current and anticipated budget reductions to the CSU system. For 2012-13, the CO set a 15/16 unit ceiling for enrollment to enable students to work toward completion of their degrees while limiting FTES per budget constraints.

In light of continuing budget challenges and the March 13, Enrollment Planning and Management memo, Provost Sheley and Vice President Varlotta created a small ad hoc team to develop a plan for potential changes to the registration process for Fall 2012 and beyond. The team's goal was to develop a proposal that would provide all students the opportunity to develop a full schedule of viable courses by the beginning of the fall term within the university's 2012-13 budget and unit limit constraints.

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The team began deliberations on Monday, March 5th and met multiple times during a five-week period. The plan was sent to Provost Sheley and Vice President Varlotta for consideration on April 9th. After receiving their approval to move forward, the plan was provided to the Executive Committee of the Faculty Senate for consideration during their April 17th meeting. As fall registration was scheduled to begin on May 1st, the team asked the Executive Committee to endorse the plan per the process developed to implement temporary changes to student enrollment caps approved in November, 2011.

The plan is organized in three sections:

1. For Today – Fall 2012 Registration
2. For Tomorrow – Registration Considerations for Spring 2013
3. For Future Consideration – Registration Considerations 2013-14 and Beyond

1. For Today – Fall 2012 Registration

Given the brief period from when the team started meeting and when the Registrar's Office planned to send out fall registration appointments, the team focused initial discussion on ideas and options that could be implemented for Fall 2012. These included:

A. New Registration Unit Limits
B. Altered Fall 2012 Registration Calendar
C. Enhanced use of Waitlists and Course Requisites

The team discussed several additional ideas (e.g. progressing unit limits, rolling registration periods by level, alternative strategies for registration priority, etc.) but determined that there was not sufficient time to learn, test and implement these ideas before the 2012 fall registration began. As such, they are included in the For Tomorrow or For Future Consideration sections of this proposal.

A. New Registration Unit Limits

In addition to budget consideration, the team considered unit limits based on the March 13th Chancellor's Office enrollment memo.

    i.   Early Registration May 1st – July 31st

- Fall 2012 Graduating Seniors   = 18 units
- Spring 2013 Graduating Seniors   = 16 units
- All Other Continuing UG Students   = 13 units
- Graduate Students   = 9 units

The committee felt the unit limit for fall graduating seniors should be 18 vs. 16 because most of those students already have a specific registration plan, often worked out through their advisor or after meeting with a graduation evaluator, for the courses they need to graduate.

    ii.   Open / Late Registration August 13th – September 24th (fall census)

The team proposes that we wait to make a final decision on open / late registration unit limits until approximately the end of July. Waiting until late July should provide better enrollment and budget information to help with this decision.

B.   Altered Fall 2012 Registration Calendar

For Fall 2012, the team proposed that the we alter our traditional continuous registration calendar. Currently, all students (including new students) can register from the time their registration appointment begins until the end of the early registration period in late July. To provide a more equitable process for new students, the team proposed that the early registration calendar be altered to allow students to register during separated periods of time during early registration (note: some periods overlap slightly due to the number of dates needed for orientation). The following registration periods are proposed:

- May 1 – June 8: Continuing Students (based on existing registration priority)
- June 4 – June 29: New Transfer Students
- June 26 – July 25: New Freshmen Students

Based on these registration periods, the Fall 2012 Registration Calendar is proposed below.

- Registration Appointments begin for continuing students May 1st
- The initial registration priority/appointment assignment processes would not be altered for Fall 2012 due to the short window of time to make changes (alternatives will be reviewed for future registration terms)
- Registration Appointments (Early Registration) for continuing students ends May 18th.
- Open Registration for Continuing Students runs from May 29th – June 8th
- Orientation and Registration for New Transfer Students runs from June 4th – June 29th
- Orientation and Registration for New Freshmen runs from June 26th – July 25th
- Open Registration for New Undergraduate Students (Freshmen and Transfer) would run from July 26th – July 31st
- Early/Open Registration closes on July 31st
- Late Registration is open for all students August 13th – 23rd
- Fall 2012 semester begins August 27th and the waitlists move to instructor/department control
- Drop/Add period runs from August 27th – September 7th
- Department schedule adjustments available from Sept. 8th – Sept. 24th (Census)

C. Enhanced use of Waitlists and Course Requisites

For Fall 2012, several departments are evaluating course requisites to better manage student enrollment in targeted courses. Lakshmi Malroutu's staff process requisite requests and she has developed a draft form to facilitate this process. In addition, Kris Trigales is in discussion with a few chairs on potentially creating a brief set of best practices for utilizing the CMS waitlist process.

2. For Tomorrow – Registration Considerations for Spring 2013

The following are registration strategies to be continued and/or considered for the Spring 2013 registration period. Additional strategies may be added as the team continues to meet and discuss options.

- Continue Separate Registration Periods for New and Continuing Students
- Continue the same Registration Unit Limits as used in Fall 2012
- Pilot the use of Department Permission Numbers – to provides departments with student-level control of who is allowed to register for a specific course
- Enhanced Course Requisite Rules – Provides departments expanded student-level control of who is allowed to register for a specific course based on student attributes (e.g. being considered lower vs. upper-division, grades from pre-requisite courses, being declared in a specific major, etc.).
- Enhanced Course Demand Information – The updated College Scheduler provides an enhanced new reporting tool which shows course demand. A demo will be provided to the committee on April 16th.

3. For Future Consideration – Registration Considerations for 2013-14 and Beyond

The following are registration strategies to be considered for the 2013-14 academic year and beyond. Additional strategies may be added as the team continues to meet and discuss options.

- Rolling Registration Periods – This strategy would provide students with specific periods of time for early registration based on their registration priority (e.g. If a 10 day window is chosen, a student assigned an appointment of May 1 student would have a valid appointment from May 1-10; if assigned May 2, student would have an appt valid May 2-11, etc.)
  - o Not considered for 2012-13 due to the time needed for evaluating, testing and implementing this strategy
- Progressive Unit Limits – also known as assigning multiple appointments. This strategy would increase unit limits for students progressively based on an altered registration calendar (e.g. student assigned a unit limit of 9 units for an appt valid May 1-10; student assigned a second appointment June 1-10 with an increased unit limit of 12 units)
  - o Not considered for 2012-13 due to existing CMS issues encountered by other CSU campuses which are yet to be resolved; and, time needed for evaluating, testing and implementing this strategy
- Alternative Strategies for Registration Priority – to consider alternatives to the current method for determining registration priority and assignment of registration appointments (e.g. using the number of units left to obtain the degree vs. the total accumulated units)
  - o Not considered for 2012-13 as this strategy will require extensive review and potentially new system functionality