

TO: Academic Faculty and Staff

FROM: Stephen Scheck, Provost

DATE: October 22, 2014

**RE: Extension of online enrollment for Winter 2015 term**

I wish to alert all faculty and academic advisors that effective with Winter 2015 term we will be enabling students to enroll via Wolf Web into open classes during the first two days of the term. Previously, online enrollment was blocked at 11:59 pm on the Sunday evening before start of classes.

Deans, division chairs, the Academic Affairs Council and the Faculty Senate Executive Committee have been consulted on this matter and general consensus is that extending online enrollment capability through the first two days of the term will better serve students and should increase total student enrollment credits for the term.

Currently, as of the first day of classes, in order to enroll into an open class students must procure an add/drop (blue) form, obtain the instructor's signature, then submit the form to the Registrar's Office for hand processing. This places undue burden on students wishing to add a class for which seats are available and creates unnecessary processing work for Registrar staff. Further, anecdotal accounts concern us that some students simply do not add a desired class because of the uncertainty of whether the instructor will sign the form or because of logistical conflicts.

Overrides--including prerequisites, time conflicts, closed classes--will continue to be handled by the Registrar's Office throughout the first two weeks of classes via the traditional add/drop form.

The process for enabling continued online enrollment (for both undergraduate and graduate classes) and to service Banner course wait-lists is described, below:

- Registrar turns off the Banner wait-list at 11:59 pm on the Wednesday before classes start; this allows the 24-hour window (through Thursday at 11:59pm) for students to respond to an open-seat notification of the unique opportunity to enroll, online, into a closed class.
- Faculty should capture any information from their class wait-lists they wish to retain prior to Thursday at 11:59 pm.
- Friday morning the Registrar will purge the wait-lists.
- From Friday through Tuesday of the first week of classes students will be able to register online (there will be no Banner wait-lists during this period of time).
- Online registration will be turned off Tuesday at 11:59 pm.
- The Registrar will notify students of the extended enrollment time.

Vice President for Academic Affairs