

Paperless Registration

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Now

Can't get into the class online - go get a form

Find the instructor & plead your case

Get signature or email approval

Oops, wait there is a waitlist (WL) on the course

Now you're on the WL

Didn't make it in from the WL you need updated approval

Get new form, new signature, and get it to the Registrar's Office - don't forget Financial Aid census date is 5 o'clock on Friday of week 2

Don't get me started on the complications and delays inherent in managing approvals and forms via email

Problems with current practice

- Burden falls on students to walk forms around campus
- Faculty are unnecessarily limited in how they can help students solve problems
- Not workable for online & WOU: Salem students
- Stopgap measure of accepting add/drops by email is now causing unnecessary delays and uncertainty for students
- Too many moving parts to manage effectively
- Misconception that Registrar can ENROLL students; only students can enroll themselves in a course.
- Holds cause the add/drop to be nullified and students must start over again.

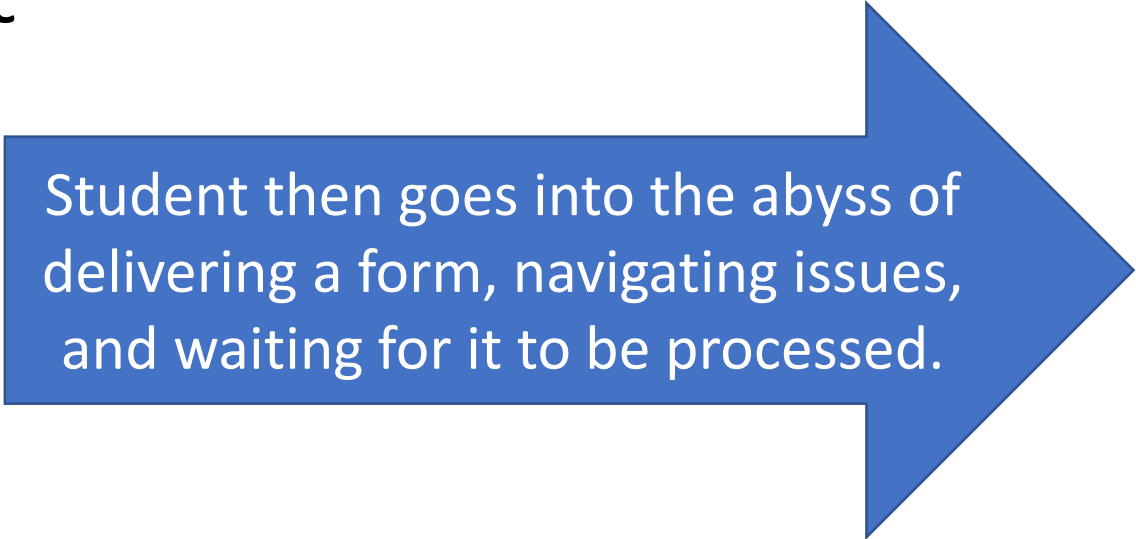
Compare and contrast

Instructor meets with student

Hears request

Considers request

Signs form




Student then goes into the abyss of delivering a form, navigating issues, and waiting for it to be processed.

Instructors meets with student

Hears request

Considers request

Issues the override via Wolf Web



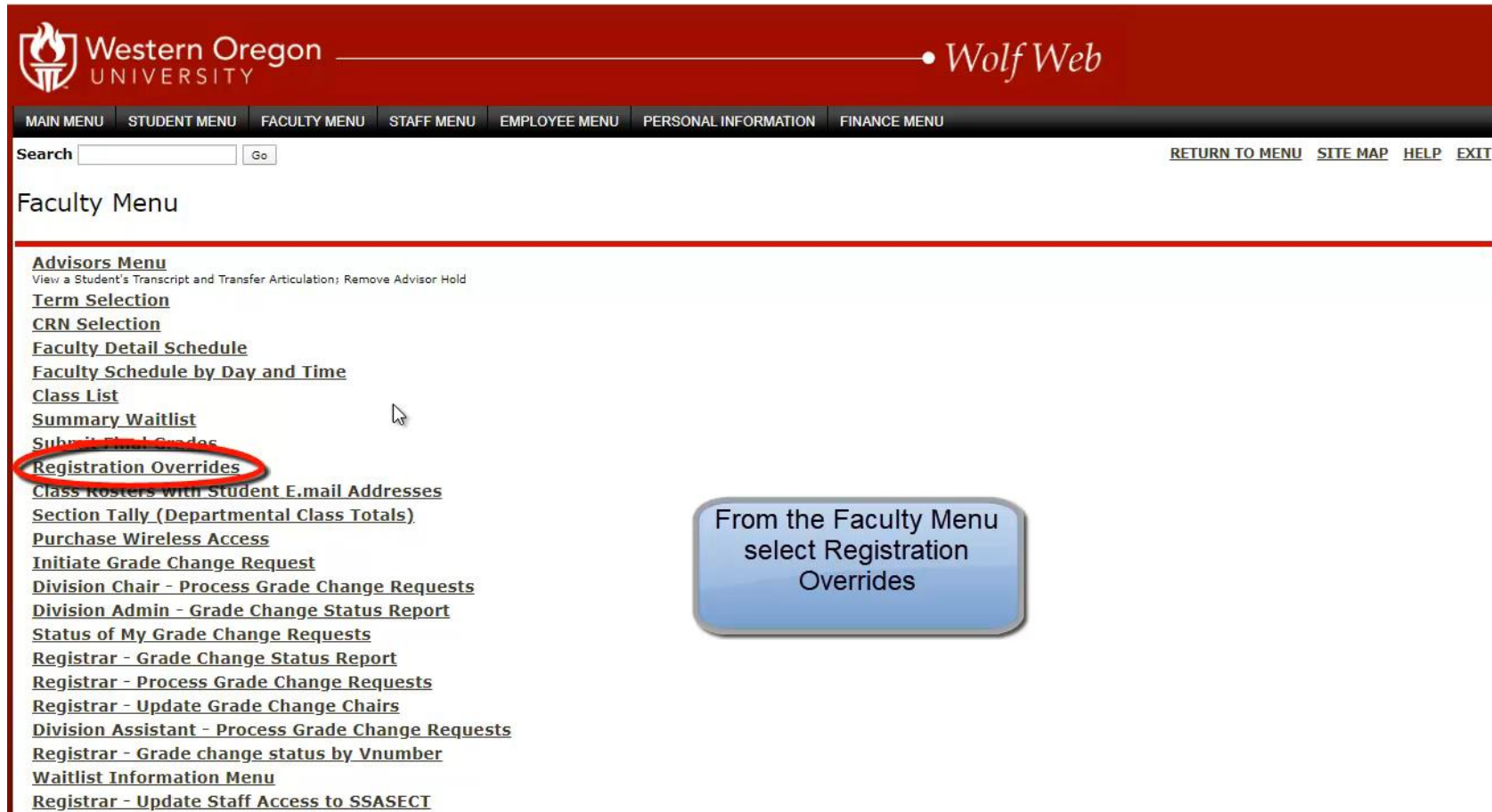
With registration block lifted by instructor, student enrolls and is done!

Solutions

Override = tell Banner that a student can enroll in a class

- Faculty will be able to directly override pre-requisite, time, major, class, and instructor consent
- After wait lists are ended, faculty will also be able to override capacity
- In special instances, where no wait lists are set up, Chairs and APAs will be able to issue overrides (this is a division decision)
- Wait list time frame will get smaller
 - Wait list will end Monday of 1st week; capacity overrides become available Wednesday of 1st week.
 - That means fewer unexpected drop-ins late in the first week!
 - To add in week 2, student must have override from instructor

How do I override?



The screenshot shows the Western Oregon University Wolf Web interface. At the top left is the university logo and name. To the right is the 'Wolf Web' logo. Below this is a navigation bar with links for MAIN MENU, STUDENT MENU, FACULTY MENU, STAFF MENU, EMPLOYEE MENU, PERSONAL INFORMATION, and FINANCE MENU. A search bar is located on the left, and links for RETURN TO MENU, SITE MAP, HELP, and EXIT are on the right. The main content area is titled 'Faculty Menu' and contains a list of links. The link 'Registration Overrides' is circled in red. A blue callout box points to this link with the text: 'From the Faculty Menu select Registration Overrides'.

Western Oregon UNIVERSITY

Wolf Web

MAIN MENU STUDENT MENU FACULTY MENU STAFF MENU EMPLOYEE MENU PERSONAL INFORMATION FINANCE MENU

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Menu

- [Advisors Menu](#)
View a Student's Transcript and Transfer Articulation; Remove Advisor Hold
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Class List](#)
- [Summary Waitlist](#)
- [Submit Final Grades](#)
- [Registration Overrides](#)
- [Class Rosters with Student E.mail Addresses](#)
- [Section Tally \(Departmental Class Totals\)](#)
- [Purchase Wireless Access](#)
- [Initiate Grade Change Request](#)
- [Division Chair - Process Grade Change Requests](#)
- [Division Admin - Grade Change Status Report](#)
- [Status of My Grade Change Requests](#)
- [Registrar - Grade Change Status Report](#)
- [Registrar - Process Grade Change Requests](#)
- [Registrar - Update Grade Change Chairs](#)
- [Division Assistant - Process Grade Change Requests](#)
- [Registrar - Grade change status by Vnumber](#)
- [Waitlist Information Menu](#)
- [Registrar - Update Staff Access to SSASECT](#)

From the Faculty Menu
select Registration
Overrides

Benefits of change

- Faculty have more control of their class enrollments
- Supports online and WOU: Salem students
- Relieves burden, delays and uncertainty for students
- Eliminates the unsustainable practice of managing add/drops via email
- Balance benefits of wait list with faculty need to oversee enrollments
- Used at other institutions, including Chemeketa, so students are familiar with it
- Faculty can use “no-show drop” process to free space for other identified students
- Includes a big easy button so each type of override does not have to be entered individually

Challenges

- Sections that are not suited to using a Wait List will need to have Chairs/APA's enter capacity overrides until Wednesday of the first week
- **Honor system:** Banner users MUST NOT place a capacity override on a course with a wait list; it would irrevocably remove students on that waiting list
- Learning curve
 - Video
 - Information systems
 - Early and often communication with students about process