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.
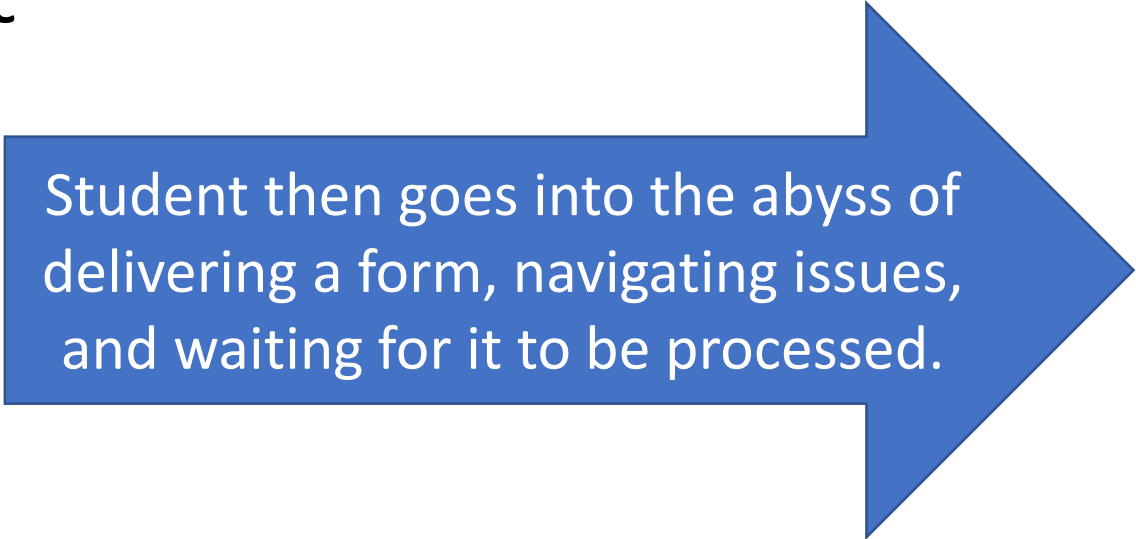- Holds cause the add/drop to be nullified and students must start over again.

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

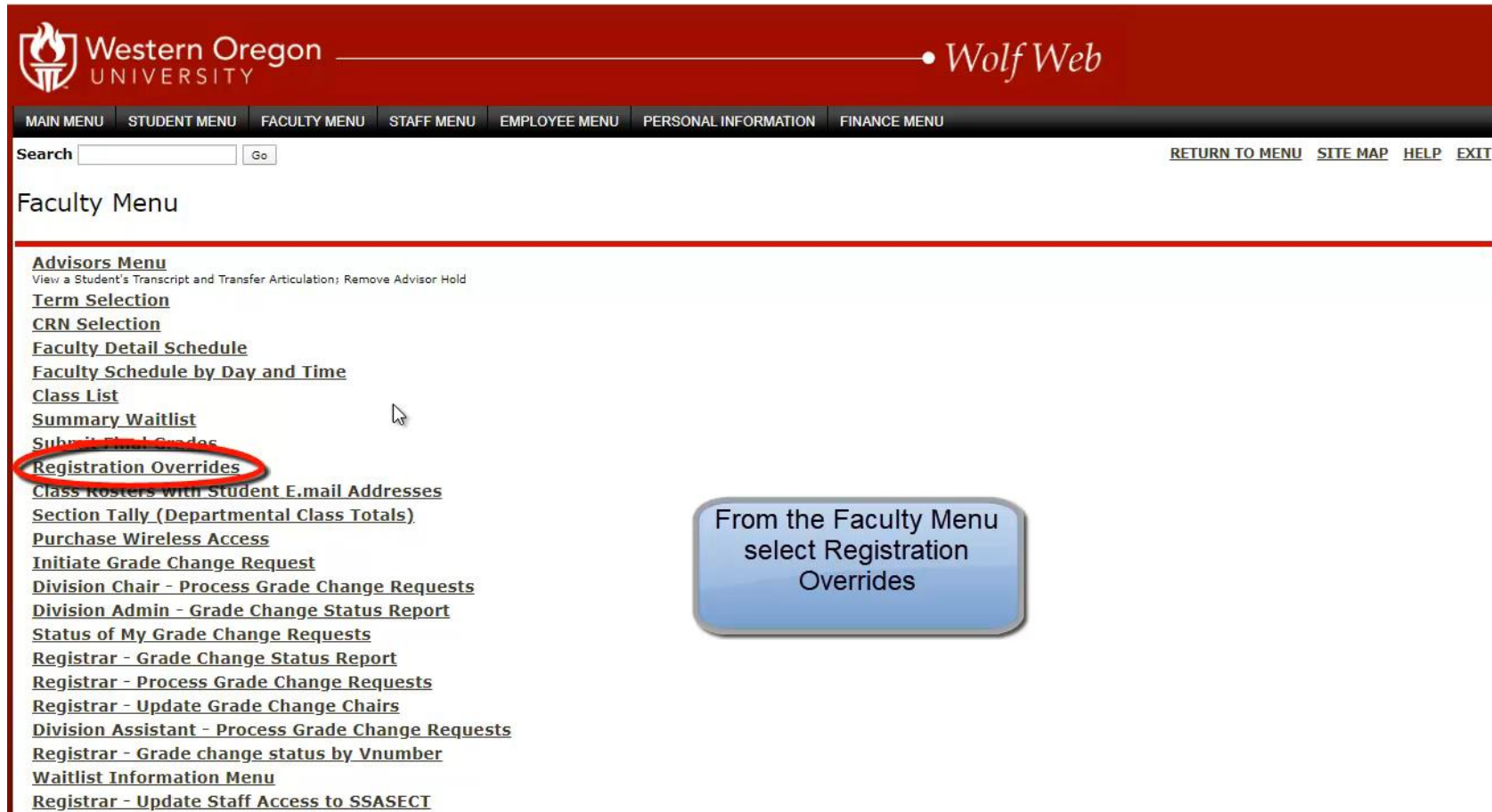Considers request

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 <u>override</u> pre-requisite, time, major, class, and instructor consent

- After wait lists are ended, faculty will also be able to <u>override</u> capacity

- In special instances, where no wait lists are set up, Chairs and APAs will be able to issue <u>overrides</u> (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?

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