

## Attachment # 1

**Members of the APC voted to approve and recommend the following project for trial use during the Winter 2010 Semester.**

**The success, etc., of this process will be assessed by the Registrar's Office for potential use during future semesters.**

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### **Pilot Project: Electronic Drop/Add for Winter Session 2010 (as submitted by the Office of the Registrar):**

The Registrar's Office would like to use Banner web registration to do drop/add online as a pilot test of the process for the Winter Session 2010. Drop/add for winter courses starts on the first day a Winter class meets and ends on the work day following the first day of class.

Here is how it would work: we would leave the Banner online registration system turned on through the end of drop/add for each winter course. Students could drop/add online on their MAX accounts rather than getting faculty signatures. During the 2 days of drop/add, students could add a class if there is a seat available and if they meet the course prerequisites and any other restrictions or limitations for that course. Students could drop a course online without a signature.

What does it mean for faculty? Faculty would not need to sign drop/add cards. Faculty would have to check their winter class lists on Banner Web for faculty to monitor any changes due to the drop/add process. This might also have implications for instructors/IT needing to set up or change a student's access to Blackboard for online classes. Faculty might be concerned about a student being able to add a course on the first or second day of a class, especially if the class only meets for 1-2 weeks, because of missed class time.

Advantage: students will not be turned away if there is space in a course, so students will be able to get into classes they need and more resources will be generated for the university. It is also a convenience issue, since most of the winter session courses are online and students are not physically on campus for drop/add.

#### Rationale:

- Most of the Winter Session courses are on-line or blended; therefore it makes sense for students to be able to drop/add online instead of seeking faculty signatures.
- Banner online drop/add is flexible – the drop deadline can be customized for individual courses, based on the duration of the class. This is especially critical during winter, when there are many variations on delivery mode and meeting schedule.

- The new refund policy is significantly different from the old one, and it would be easier to set it up and enforce the deadlines if we use the online system for this purpose. For fall/spring the refunds are determined by week of the semester, but for summer/winter sessions courses meet on different scheduling patterns. Drop/add and refund deadlines for summer/winter are determined by the course meeting dates rather than the term start/end dates. This complicates our ability to administer the drop/add and refund periods because it would require support staff to figure out deadlines for individual courses manually, on a case by case basis.
- A few winter courses start during the holiday break, when offices are closed and unavailable to process drop/adds or refunds. If students can drop/add online, they can still make schedule changes on these courses and have their accounts adjusted appropriately.
- We plan to extend the drop/add period until midnight on the drop deadline date, so that students attending late afternoon or evening classes have time to attend class, make a decision to drop, and qualify for a refund by the deadline. Currently students come in the next work day and have to appeal to a staff member for an exception to the deadline.
- Online drop/add during Winter sessions would free up staff time in the Registrar's Office to attend to other business during a "crunch time" between fall/spring semesters.

If the Winter Session pilot is successful, we would like to use it for summer sessions 2010 for many of the same reasons. We would like to move to electronic drop/add for fall/spring terms as well, but I am aware that it would require a change in academic policy because of faculty signatures.