RESOLUTION ON WEB REGISTRATION
(#05-98/99-EP)

RESOLVED: That the Academic Senate of Humboldt State University recommend to the President that the attached Revision to Add/Drop Policies be approved, effective Spring 1999.

Humboldt State University
Office for Enrollment Management

Proposed Revision to Add/Drop Policies

The university has identified the appropriate use of information technology as an important component in Humboldt's strategic plan for fulfilling its mission. One aspect of effective utilization of information technology capabilities is in the area of support and enhancement of student services. The goal is to improve university business processes and expand services to support a growing student body without a proportional increase in support staff.

Humboldt has made a commitment to provide on-demand services through the Web making it practical to take care of administrative business virtually anytime from anywhere. In order to improve and enhance services to students by implementation of the various capabilities associated with the student access module, the university must review its processes and policies and make appropriate recommendations for changes when necessary.

We are now in the process of implementing the student access module on the Web. Students will be able to view and print course schedules, view lists of available course sections, obtain unofficial transcripts, and register for and add/drop classes.

This proposal is focused on add/drop policies that affect student initiated registration on the Web. The method that faculty will use to grant permission for a student to be in a closed course or a course that requires special approval is still being developed. The Web Registration Committee is looking into the possibility of numbers being assigned to available seats that the faculty member would issue to the student.

Current Policy--Adding Classes

Instructor approval is required for students to enroll in **open** courses beginning the first day of classes.

Proposed Policy

Instructor approval is required for students to enroll in **open** classes beginning the second week of instruction.

Justification

Technology supported self-help capabilities for transacting a variety of students services are central to the university's efforts to enhance and improve services to students. Through Web registration, students will be able to register from a wide variety of locations both on campus and at home for extended periods of time. The space currently devoted to in-person registration will no longer be needed to conduct registration and will be turned into a Welcome Center for prospective students and their families. This change in policy will reduce significantly the number of students who must seek permission to enroll in courses after the close of regular registration. Students will be able to register and add/drop classes on the Web.

Current Policy--Dropping Classes

A "W" (Withdrawal) grade is assigned for a dropped class beginning the third week of instruction. Instructor, department chair approval and serious and compelling reason are required after the fourth week of classes (Census).

Proposed Policy

A "W" (Withdrawal) grade is assigned; instructor, department chair approval and serious and compelling reason are required for a dropped class after Census.

Justification

This change in policy will allow the student to drop a class through the Web registration for the first four weeks of instruction without having to obtain instructor and department chair approval. This proposed change is in accordance with Executive Order 268 which permits campuses to establish specific time periods for dropping classes without penalty. This time period cannot extend beyond the Census date (four weeks). Most other CSU campuses allow drops without penalty up until Census. Humboldt is the most restrictive. To allow students to drop without receiving a "W" grade for the first four weeks will improve services to students, allowing them to drop via the Web.

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