

Report of the Ad Hoc Committee on Early Course Registration Policy

The committee met on 16 February and 2 March and as a result of its deliberations responds to its charge as described below.

1. *Determine whether a broad-based early course registration system is both desirable and feasible*

It is not clear that a **broad-based** system is necessary, but we believe that there may be circumstances under which early course registration for some groups of students may be warranted.

In order to determine whether such a system is warranted, the committee proposes a two-semester trial, beginning with the registration period for the Spring 2007 semester. At the end of the trial period, the Ad Hoc Committee will review the system with appropriate parties, report its findings to the Senate and make a final recommendation.

2. *Work out an equitable set of general criteria for determining when early course registration is warranted.*

Currently, only students registered with Disability Services are eligible for early course registration. We recommend that for the trial period, **potential** eligibility for early course registration be extended to **students participating in University-sanctioned events**.

In order to define this pool of potential students, we recommend using the definition (University Manual 8.51.12) for excused absences: ". . . For these purposes University sanctioned events shall be those events approved for class excuses by the Provost and Vice President for Academic Affairs, a Vice President, a Dean, or the Director of Intercollegiate Athletics. No event shall be regarded as University sanctioned until the Provost and Vice President for Academic Affairs has been notified. Disagreements over the validity of an event being categorized as University sanctioned shall be mediated by the Provost and Vice President for Academic Affairs. If agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and that decision shall be final."

3. *Craft a formal process by which applications on behalf of specific categories of students can be submitted, reviewed, and approved or rejected.*

The procedure used by Disability Services is detailed on its Web site. Drawing on that, we propose the following:

- The faculty or staff head of a qualified group of students may petition in writing to his or her dean or director for early registration. It is the responsibility of the petitioner to demonstrate why these particular students, for a particular semester,

should be allowed to register early. For the trial period, petitions relating to registration for Spring 2007 must be submitted to deans/directors by the start of classes in September 2006. Petitions relating to registration for Fall 2007 must be submitted to deans/directors by the end of classes in December 2006.

- If the dean or director agrees that early registration is appropriate, he/she will forward that recommendation to the Vice Provost for Academic Affairs, who will make the final determination and notify the faculty or staff head of the group in writing. The decision of the Vice Provost will be final.

When early registration is deemed appropriate, the following process will be followed:

- An advisement form for early registration will be provided for eligible students.
- Students must meet with their academic advisor regarding course selection.
- The academic advisor will sign the early registration form to verify advisement.
- Students will return the early registration form to the faculty or staff head of their group of by the date given on the form.
- The faculty or staff head of the group will forward a list of students eligible to register early, along with the signed forms, to the individual assigned to process the registration information (detail to be worked out with Enrollment Services).

Only authorized students will be able to access the eCampus registration system starting on the designated date, generally one day before the publicized first registration time.

During the trial period, all petitions, decisions by the Vice Provost and student forms should be filed so the materials will be available for the ad hoc committee's review.

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