

PROPOSAL RECOMMENDATION FORM

(PAR FORM – revised 07-29-10)

PLEASE COMPLETE ALL SECTIONS OF THE FORM. INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED.

Date	10-17-2013	
To	<input type="checkbox"/> College Assembly Committee <input checked="" type="checkbox"/> Deans Council <input checked="" type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> Provost	
From	<input type="checkbox"/> Assembly Committee	Committee Academic Standards
	<input checked="" type="checkbox"/> Academic Committee	Committee Chair(s) and Ext Joe Wachter (6157); James Gramlich (6279)
<input type="checkbox"/> Programmatic Committee		

Proposal/Recommendation:

Course registration should no longer be open after the first meeting of the course. Later registration should only be possible with instructor consent.

Rationale:

College data show that, in general, students who enrolled during the first week of classes but after the first class meeting were less successful than both students who enrolled before the start of the semester and students who enrolled after the first week with instructor override. The charts attached show that students who enrolled during the first week of classes at Harper College (middle bar) had a higher incidence of D, F, and W grades. This trend held for smaller subsets of students, in some cases strikingly so, and across two years (2011 and 2012). A review of late registration policies of other colleges and universities coupled with evidence from the literature shows that this trend is not unique to Harper; most other schools have eliminated the early-semester registration grace period for the same reasons. We recognize that a transition away from first week registration will create some challenges, especially at the beginning of implementation, but we are confident that the college can address these issues from an operational standpoint and that this change will ultimately support the college's strategic goals by increasing student success.

Background Information: (Supporting data and documents, including pertinent surveys, information from open meetings, College forums, discussions with other College groups, legislative requirements or other resources.)

See attached:

1. Data: student success by time of registration
2. Literature review
3. Survey of late registration policies at area colleges and universities

Relationship To Strategic Long Range Plan:

A current major goal is to increase completion rates—students cannot complete if they are not passing classes. Not passing classes leads to attrition, thus preventing completion.

This recommendation is very much in line with the College's Operational Goals in that it will improve persistence and success rates for students. Additionally, the desire to help students start off on the right foot is at the heart of Harper College's strategic plan.

Identify Resources That Will Be Required:

Financial	
Personnel	
Space	
Technology	
Equipment	

Describe Impact On Other College Entities:

Information Technology will be involved in the implementation of this policy change in the Banner system. Also, divisions and departments may want to take steps to accommodate new students who attempt to enroll late by expanding their late-start offerings. An ad-hoc committee in Enrollment Services is currently studying this issue. Faculty should also be aware that this may require more availability during the first week, when students will not be able to switch classes without faculty permission.

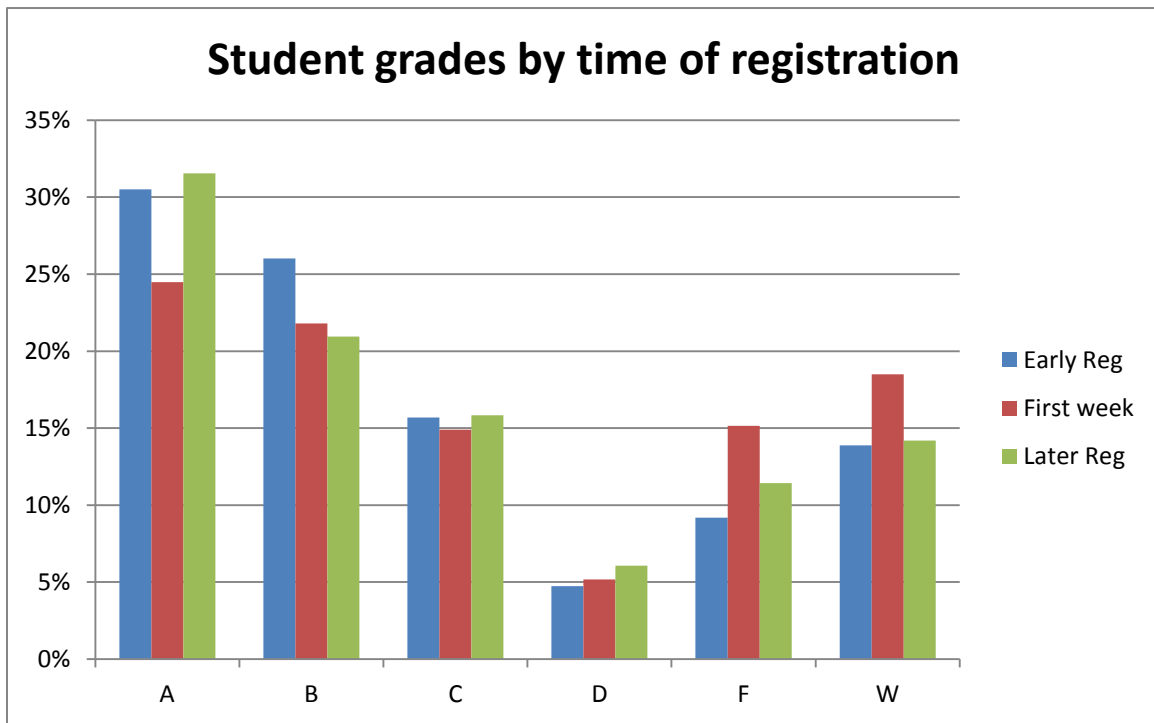
Deans, chairs and coordinators will need to communicate this change to their divisions. In this communication, the underlying reasons for the change should be emphasized so that students are not given overrides without careful consideration by faculty.

Action On Proposal/Recommendation

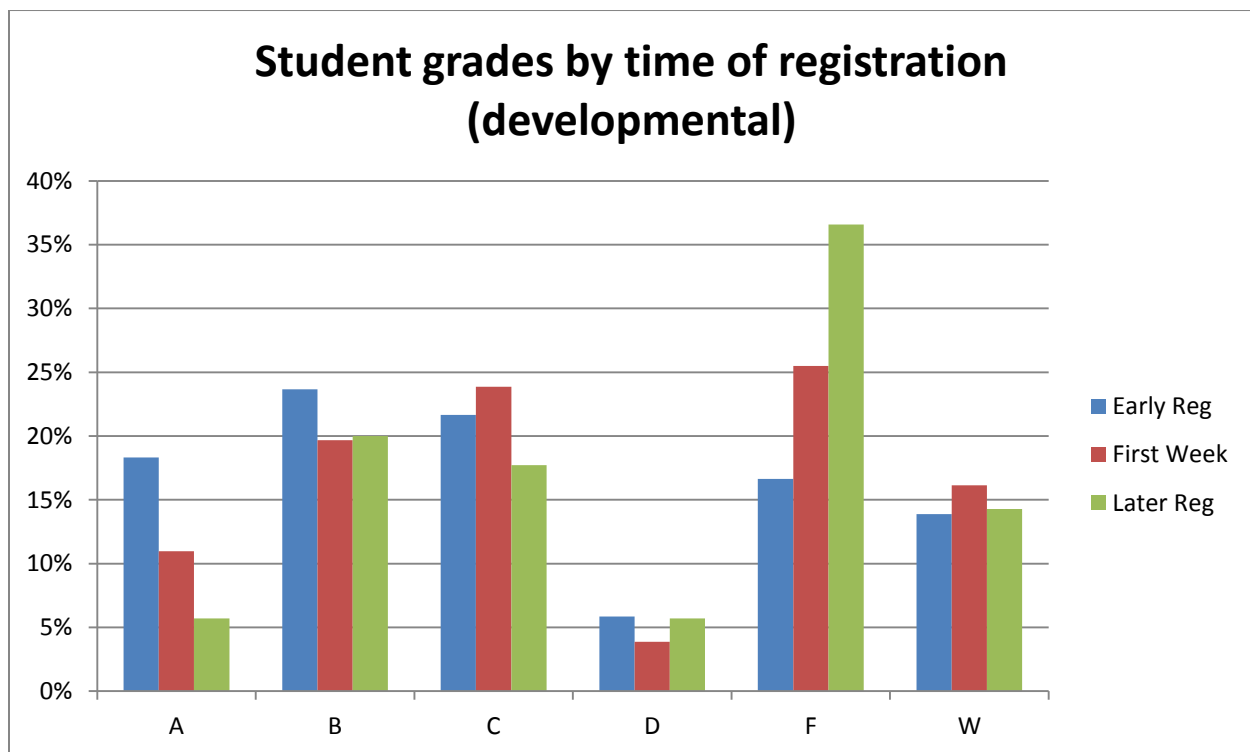
THE FOLLOWING ACTION TAKEN WITH REGARD TO THIS PROPOSAL WILL BE FORWARDED TO THE CHAIR OF THE COMMITTEE, THE PRESIDENT (IF APPROPRIATE), AND THOSE INVOLVED IN THE IMPLEMENTATION.

Action	<input type="checkbox"/> Recommended to the President. Forwarded to the President on the RAP Form. <input type="checkbox"/> Returned with suggestions for review and revision attached <input type="checkbox"/> Approved for implementation with the proposed timeline for implementation attached <input type="checkbox"/> Rejected for the reasons attached	
From	<input type="checkbox"/> College Assembly Committee <input checked="" type="checkbox"/> Deans Council <input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> Provost	
Date	Signature	<i>Judith Marwick for Dean's Council</i> 10/30/2013 <i>Judith Marwick Provost</i> 10/31/2013

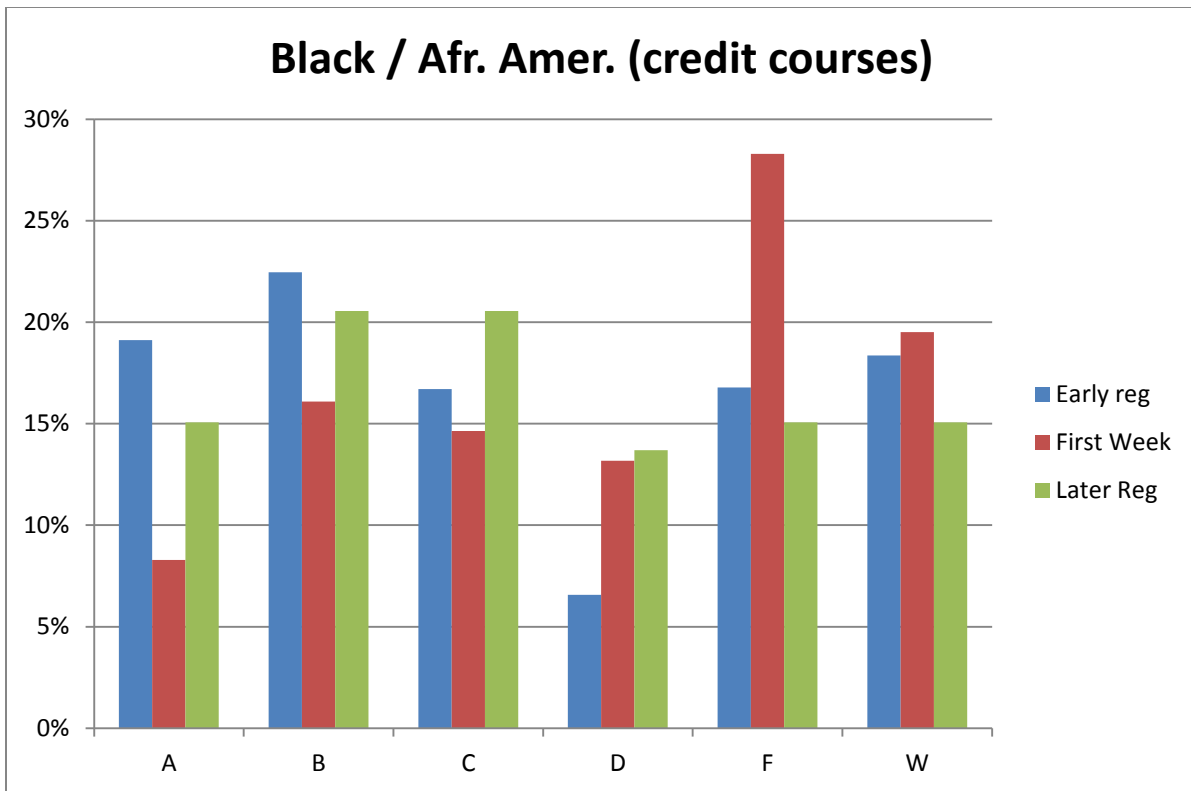
Fall 2011



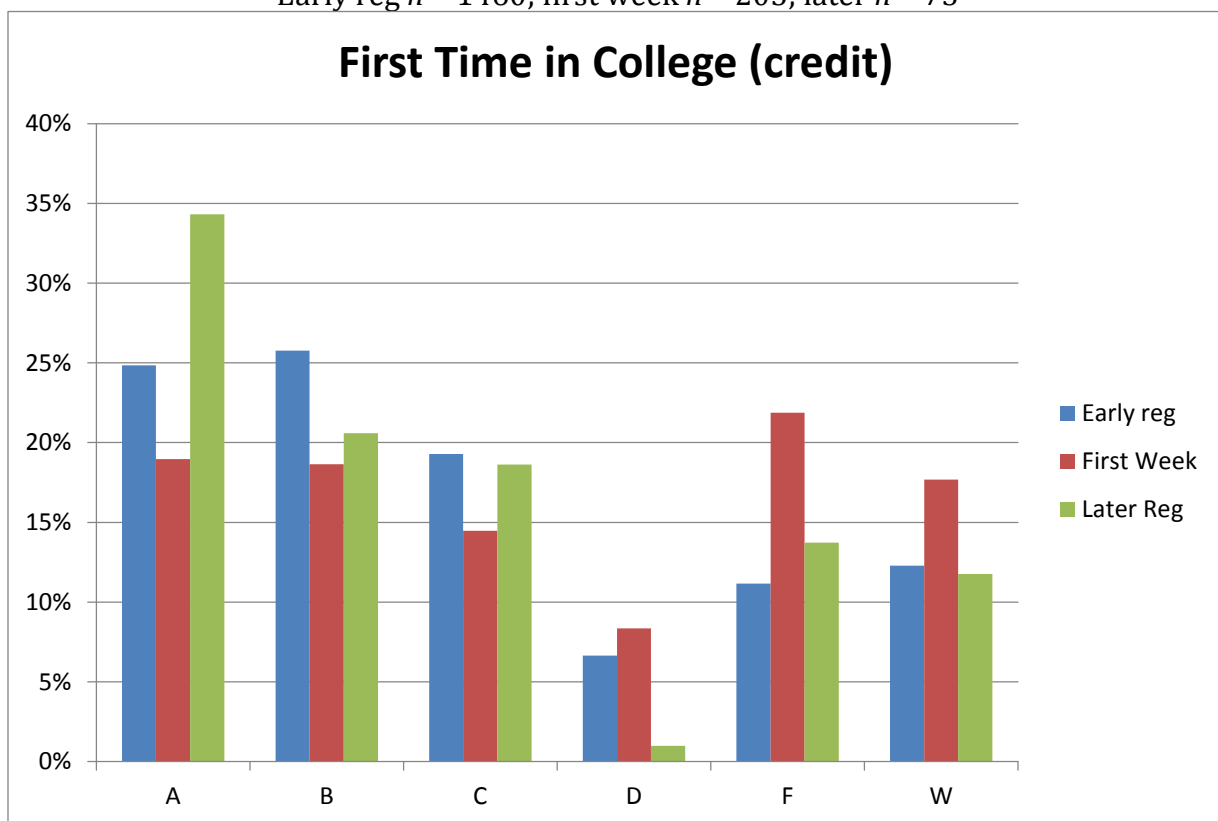
Early reg $n = 27735$; first week $n = 2243$; later $n = 726$



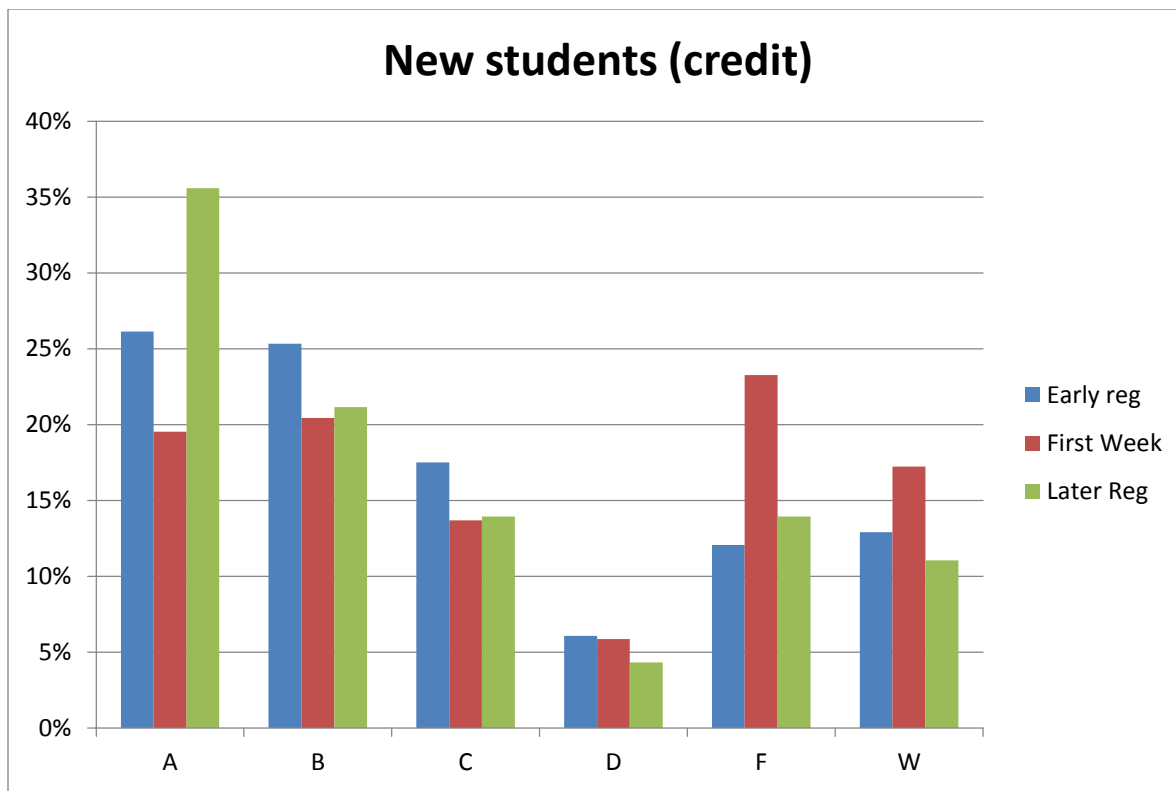
Early reg $n = 3099$; first week $n = 310$; later $n = 175$



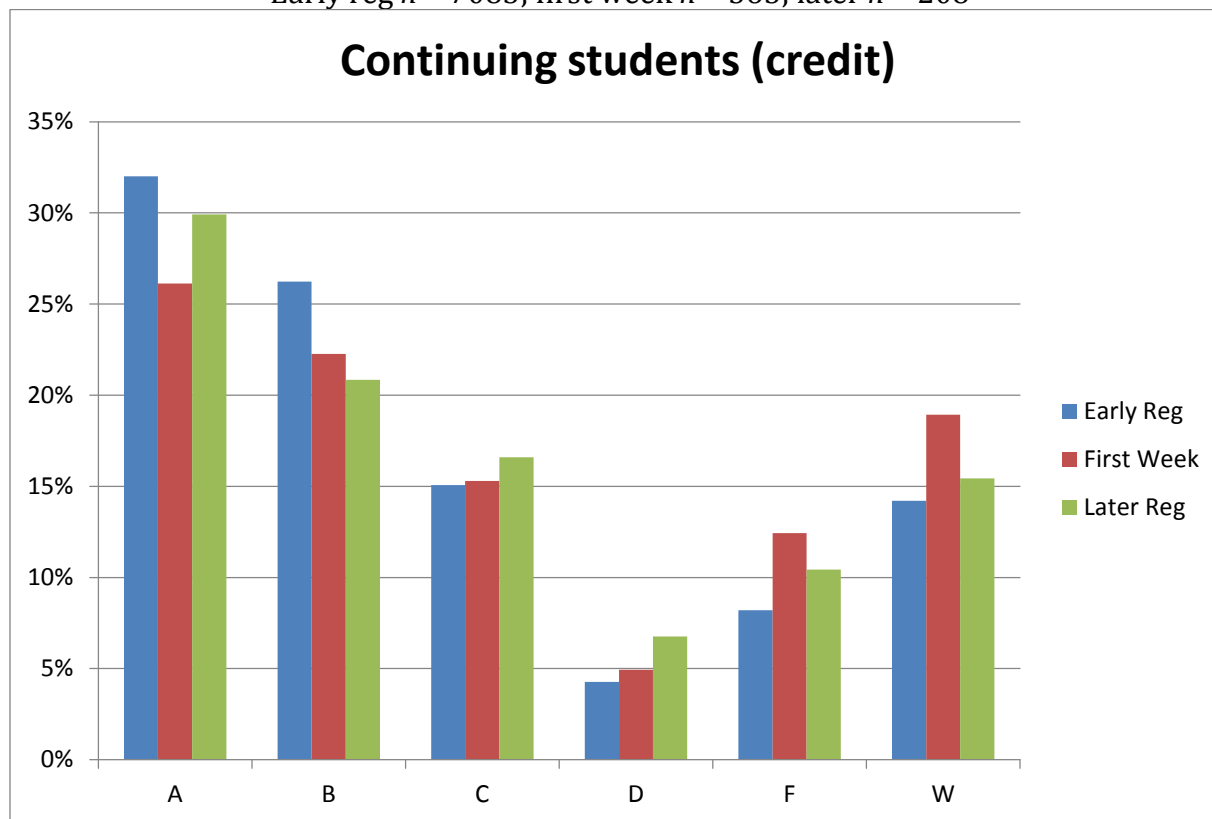
Early reg $n = 1460$; first week $n = 205$; later $n = 73$



Early reg $n = 5715$; first week $n = 311$; later $n = 102$



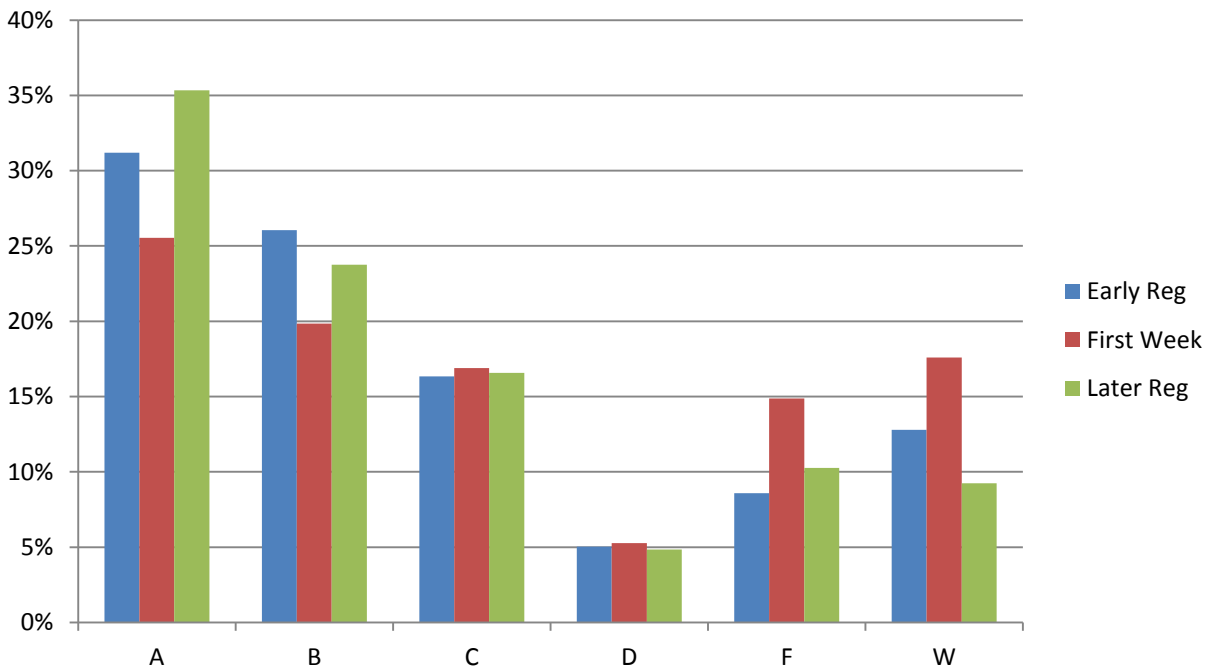
Early reg $n = 7083$; first week $n = 563$; later $n = 208$



Early reg $n = 20653$; first week $n = 1680$; later $n = 518$

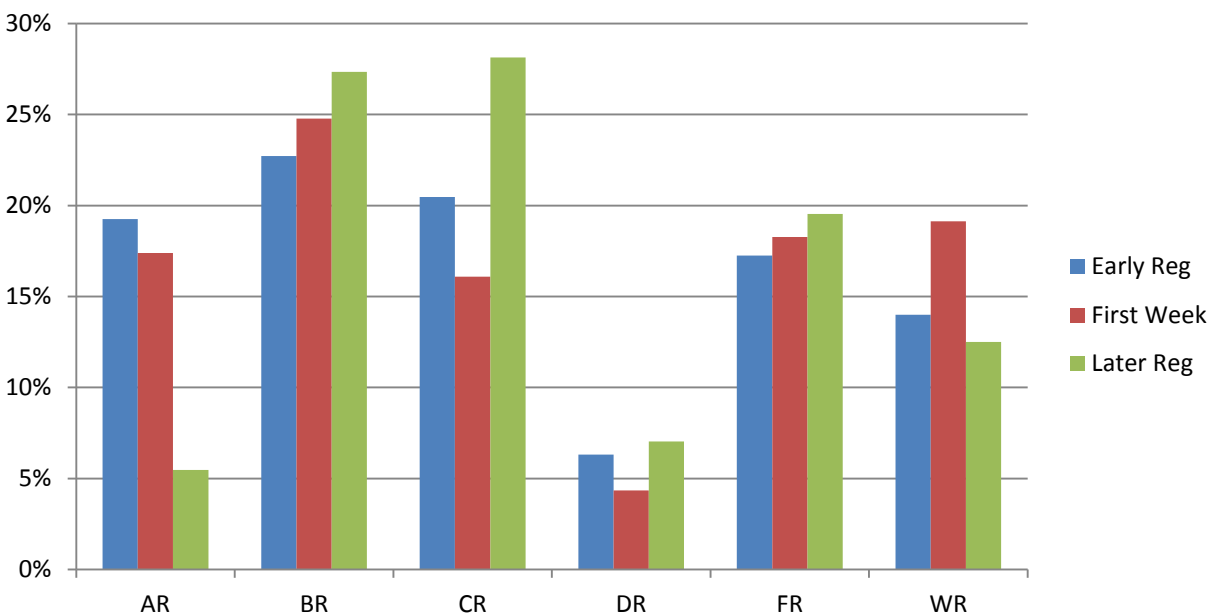
Fall 2012

Student grades by time of registration



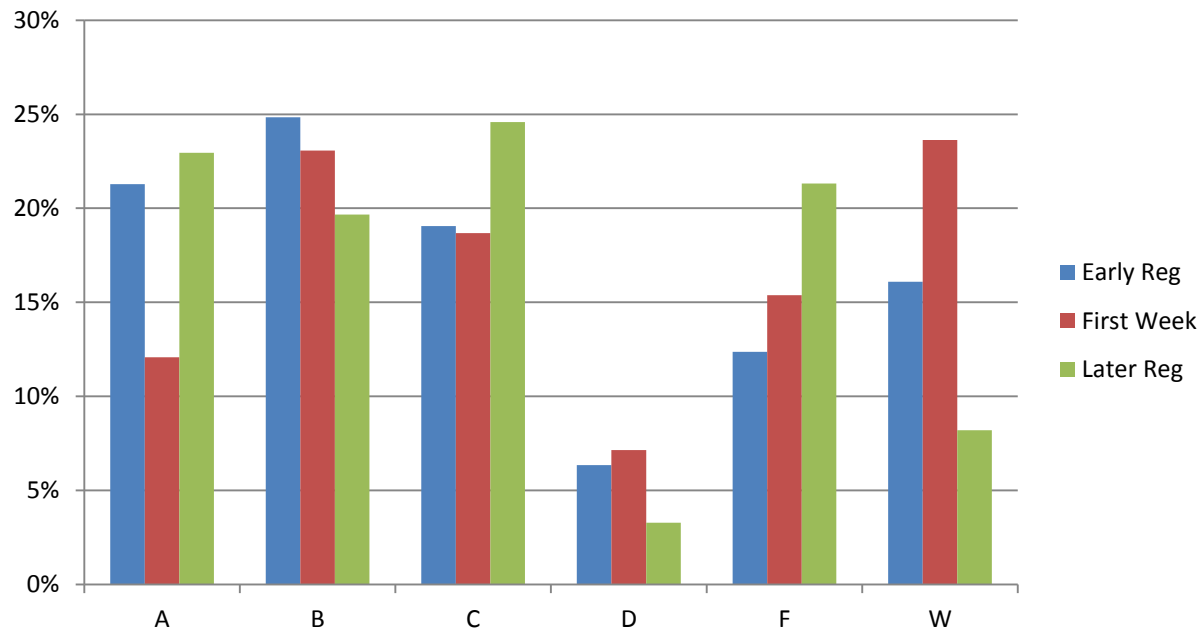
Early reg $n = 27038$; first week $n = 2126$; later $n = 682$

Student grades by time of registration (developmental)



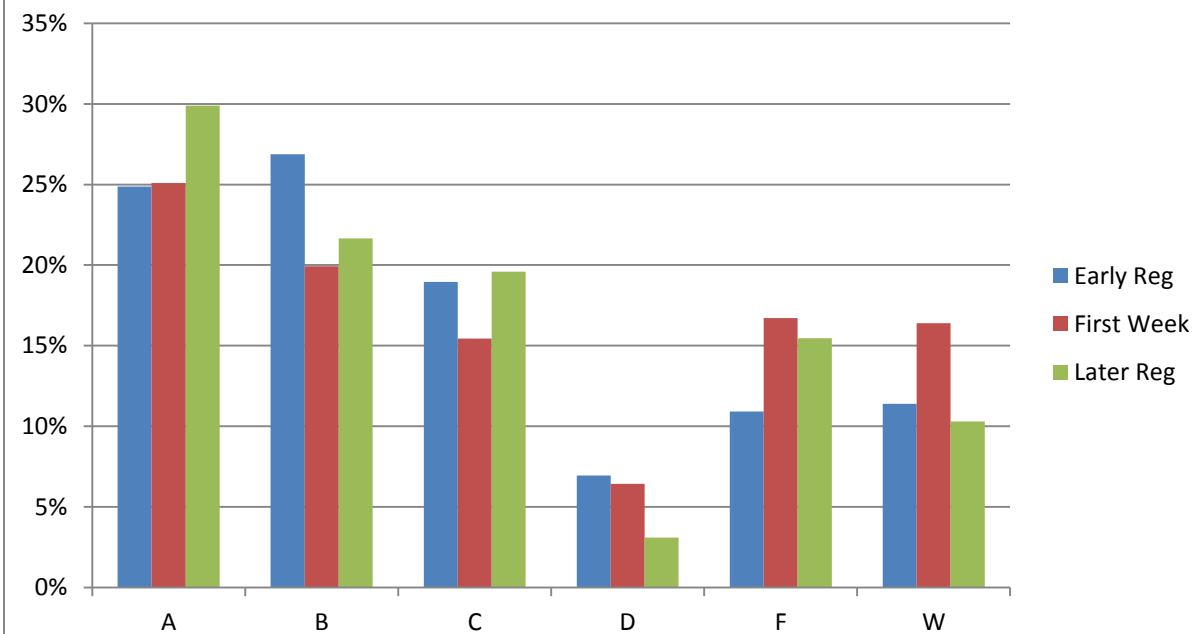
Early reg $n = 2457$; first week $n = 230$; later $n = 128$

Black / Afr. Amer. (credit courses)

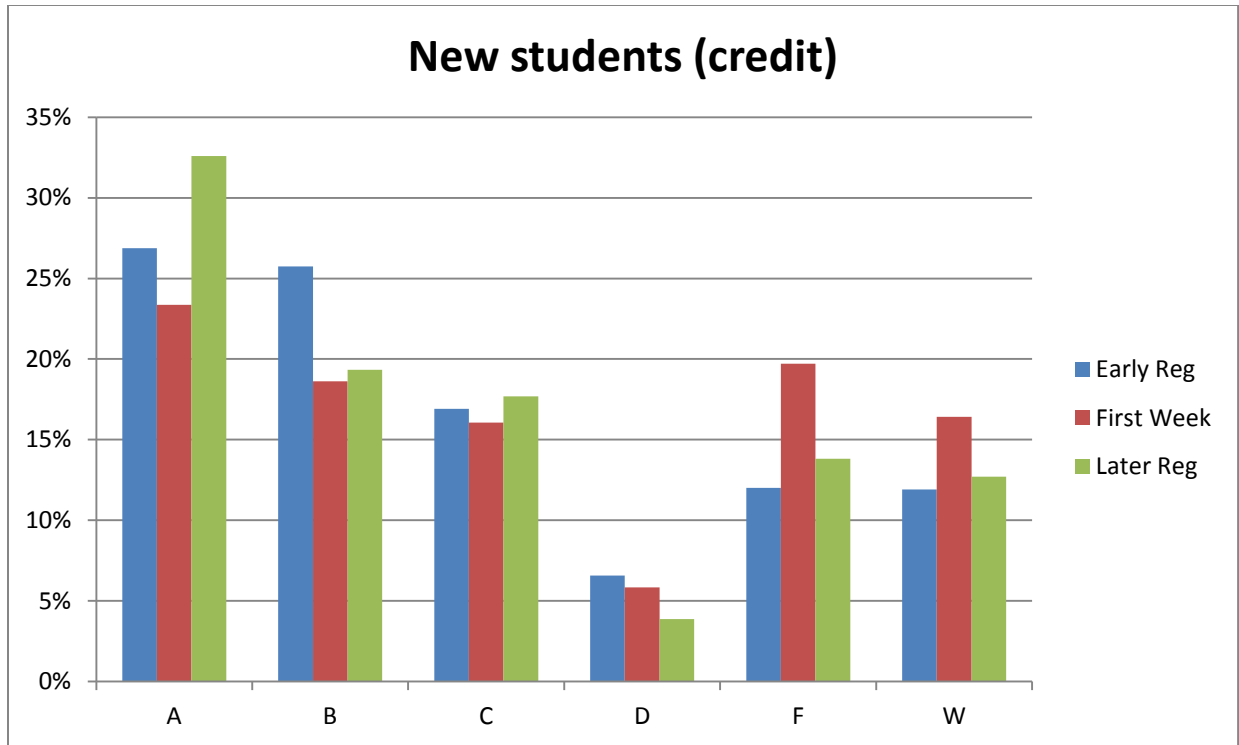


Early reg $n = 1212$; first week $n = 182$; later $n = 61$

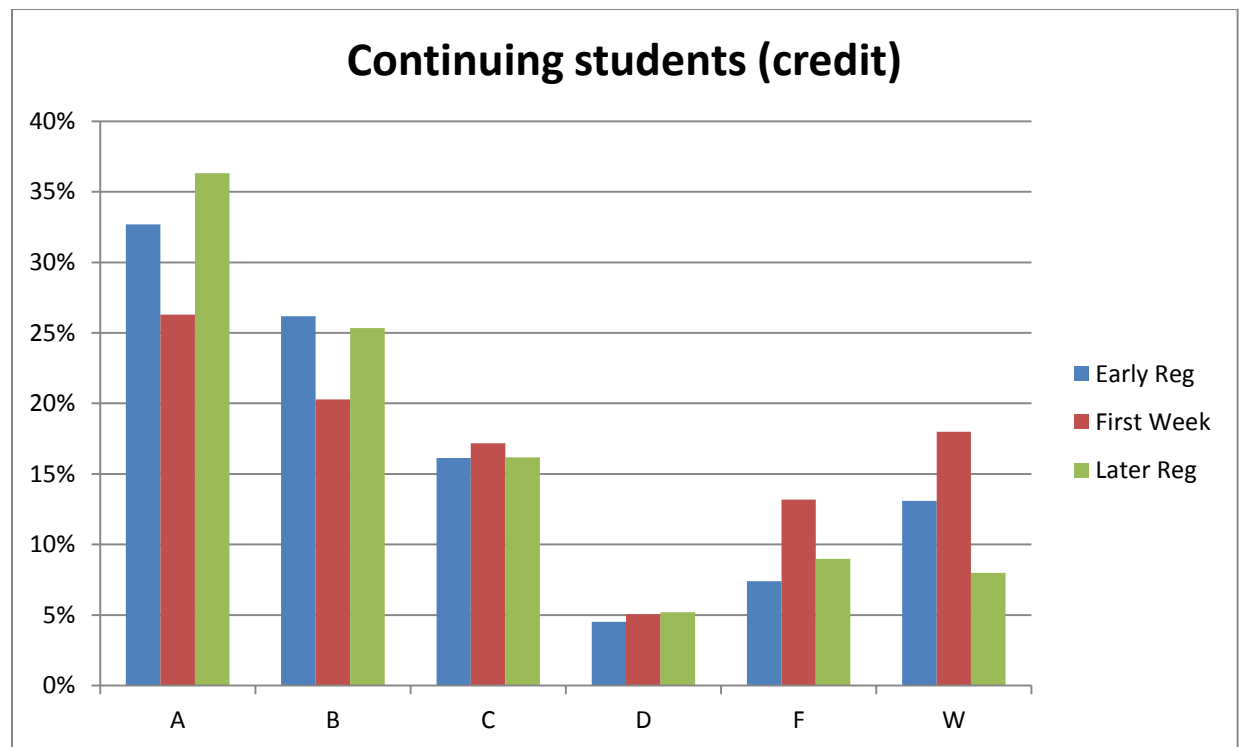
First time in college (credit)



Early reg $n = 5822$; first week $n = 311$; later $n = 97$



Early reg $n = 6932$; first week $n = 548$; later $n = 181$



Early reg $n = 20106$; first week $n = 1578$; later $n = 501$

Review of the late registration research:

1. Persistence and GPAs are adversely affected by late registration:

Source 1:

Johnson, G. (2006, May). The Date of Course Enrollment as a Predictor of Success and Persistence.

Paper presented at the annual forum of the Association for Institutional Research, Chicago, IL.

Retrieved from ERIC database. (ED493834)

- Johnson (2006) notes that, for some students, late-start classes may be addressing particular needs that traditional enrollment schedules do not.
- After replicating Summer's study (2000) of late-enrollment effects on student persistence, Johnson suggests that late enrollment continues to have negative effects on both student success and persistence.

Source 2

Summers, M. (2003, spring). ERIC Review: attrition research at community college. *Community*

College Review, 30(4). Raleigh, NC: NC State University. 64-84. Retrieved from ERIC

database. (EJ668438)

- Summers (2003) claims that there are few studies of late registration's effects on student performance and persistence, and that the quality of those studies varies significantly.
- Street, Smith, and Olivarez (2000) studied a small pool of students, both new and returning, to track the effects of late registration on their persistence:

The study found that for new students, 80% of those who registered during the regular period persisted to the next semester as compared to only 35% who registered late. For returning students, 64% of those who registered during the regular period persisted, as compared to 42% of late registrants. (p. 9)

- Summers (2000), referring to an earlier study, discovered the following differences between early- and late registrants:

Students who persisted averaged initial enrollment for fall semester classes nearly 29 days earlier than students who dropped out. Students enrolled in the spring semester averaged making significantly fewer changes to their fall semester course schedule (2.47) as compared to students not enrolled for the

spring semester (4.18). Students enrolled in the spring semester averaged making significantly fewer course drops (1.32) than students not enrolled for the spring semester (3.03). Finally, students enrolled in the spring semester averaged making a larger proportion (54.4%) of their schedule changes early in the add-drop period (the first week of the semester) than students not enrolled for the spring semester (31.5%). (p. 9-10)

- Regarding the connections between academic performance, persistence, and early registration, Summer's study (2000) determined the following relationships:

For each additional one-point increase in fall semester GPA, the odds of enrolling for the spring semester increased by 45.9%; for each additional day earlier that a student initially enrolled for the fall semester, the odds of enrolling for the spring increased by 1.2%; for each additional course dropped by the student in the fall semester, the odds of enrolling for the spring semester decreased by 24.5%; and for each additional one-unit increase in fall semester course completion, the odds of enrolling for the spring semester increased by 5.25 times. (p. 10)

Source 3

Community College of Philadelphia. (2011). *Patterns in student registration and related changes in new student orientation*. Philadelphia, PA: Office of Institutional Research. Retrieved from http://www.ccp.edu/VPFIN-PL/ir/ir_reports/ir_report_213.pdf

- In a recent study of student registration at the Community College of Philadelphia (2011), researchers found that persistence was greatly affected by registration time: only 66.2% late registrants attending the following semester, while 82.2% of early registrants returning. (p. 8)

4. Roueche, J. E. & S. D. (1994, March) *Climbing out from between a rock and a hard place:*

Responding to the challenges of the at-risk student, League for Innovation in the Community College, Leadership Abstracts 7(2).

- Attrition data indicate that students who enroll late in one or more courses are more likely to either withdraw from the course(s) or earn a failing grade than students who register on time.

Source 4:

Hill, B. (2011). *Success and completion of late registrants at Lane Community College*. Lane Community College: Eugene, OR: Data Coaches.

- Research supported by a Title III grant in 2009 documented a strong association between late registration and low rates of year-to-year retention at LCC.
- Overalls, timely registrants succeeded at a rate of 82.8% while late registrants succeeded at a rate of 78.3%

Source 5:

Moltz, D. (2011, March). Ending the late option. *Inside Higher Ed*. Retrieved from

http://www.insidehighered.com/news/2011/03/11/texas_community_college_bans_late_registration.

- In the fall of 2008, 1300 students registered late for classes at San Jacinto College. Nearly half of those late enrollees either failed or withdrew—about 15% more than their on-time enrolling peers.

Late registration indicator of non-successful behavioral characteristics:

Source 1:

Ford, F., Stahl, K.J., Walker, M.E., Ford, A. (2008, June). Better late than never? The relation of registration date to class performance. *College Student Journal*. 42(2) Mobile, AL: Project Innovation, Inc. 402-407. Retrieved from ERIC database. (EJ816907)

- One of the big five personality characteristics that has proven a viable predictor of academic achievement is conscientiousness
- Conard (2006) found that class attendance, a behavioral indicator of conscientiousness, was also a significant predictor of course performance and GPA
- Academic procrastination has been demonstrated to be related inversely to academic achievement
- Correlational results of this study showed a significant inverse relation between registration latency and course grade (the longer the latency prior to registration, the lower the students' grades)
- Data from this study provide substantial empirical support for the hypothesis that students taking advantage of opportunities to register early tend to perform better in their classes

Late Registration Chart

<i>School Name</i>	<i>What is your school's policy on late registration?</i>	<i>Comments/Additional Information</i>
Augustana College	We do not allow late registrations once a course has begun unless the student procures Dean signatures and has a very good reason for the need to be added late. Students also have a \$200 late registration fee if it is approved by the Dean.	
City Colleges of Chicago	Students can register for a class up until it starts. After a class has started, the student would need written permission to add the course. This written permission would be from the instructor if the course instructor is a full-time faculty member. If the instructor is an adjunct faculty member, the student would need to obtain written permission from the dean of the department instead of from the instructor.	This policy generally applies to all of the city colleges.
College of DuPage	At College of DuPage we just started a 48 hour drop/add policy for the 16 week session only. Outside of that, students are required to obtain a permit from the instructor.	We are looking at the research as well.
College of Lake County	The College of Lake County strictly enforces its policy that students may not register for a class after it has begun. The policy states that the final day to enroll is midnight of the first day of each class. After that first day, late enrollment will only be allowed under extraordinary circumstances if approved by the dean of the division for the class. However NO late registration (for classes already in session) will be allowed after the Financial Aid Census date.	
Danville Area Community College	Danville Area Community College actually implemented a registration "Success-Line" (versus the negative "deadline"). New students, or students with less than 19 credit hours, have to be registered	We don't advertise that they "just need the instructor's and dean's approval"...but students

Late Registration Chart

	<p>approximately 10 days before the term starts. This is to give them the time needed to finalize financial aid paperwork, buy textbooks, etc. We are "trying" to set them up for success.</p> <p>We are not allowed to register students once the course starts... "unless" they have the instructor's and Dean's approval.</p>	are very persistent.
Elgin Community College	For the fall and spring semesters, students can register up until a class meets for the first time in the second week as long as space permits. For the summer semester, students can register up until a class meets for the second time in the first week as long as space permits.	
Harper College	<p>We currently allow students to register up until the 3rd day of class. After that they need permission from the chair or faculty member teaching the class.</p> <p>We have several different start dates (6, 8 12 , 16 week classes) – with each new part of term, students can register until the 3rd day of class</p>	We are currently looking at our process at Harper College to possibly make the recommendation to not allow students to register once classes start. We are gathering information/documentation in order to assess our practice.
Highland Community College	During the first week of a semester, students can register as long as a class has not already started. Once a class has started, the student would need written permission from the instructor (either an email or a handwritten form) to add a course. There is no specific time limit in terms of how late a student can add a course as long as the instructor approves the student adding the course late.	

Late Registration Chart

Illinois Institute of Technology	At the Illinois Institute of Technology, students are able to add and drop classes until the end of the second week of classes. After the second week, we begin processing late add requests provided that there is an electronic permit from the instructor or department and an email from the student requesting to be registered for the course. There is no fee for late adds.	
Illinois Valley Community College	At IVCC, we do not allow late registrations once a course has begun UNLESS the student procures Dean signatures and has a VERY GOOD reason for the need to be added late.	These instances are very rare.
Joliet Junior College	Students can register for a class up until that class begins. Once a class has started, the student would need written and dated permission from the instructor to register for it. Once it is 2-3 weeks into a semester, the student would additionally need a signature from the dean of the department to register for a class late. Students may not late register for a course after midterm of the semester.	
Kankakee Community College	Kankakee Community College has a late registration period every semester, which is generally the first two days of the first week of classes. Students can continue to add courses during this time frame as long as there are open seats whether a class has met or not, but will need to obtain written permission from the instructor in order to add a class after the late registration period ends.	
Kishwaukee College	Adding a course after the first class meeting of the Fall and Spring Semesters requires the instructor's written permission on the Add/Drop Form. The	

Late Registration Chart

	instructor's signature is valid for 48 hours. Students may not add classes already in progress after the Tuesday following the first week of classes. After this point, students may switch between sections of a class with the permission of the instructors and the Division Dean. Students may not register late for any classes with an initial class meeting starting after the first week of the normal session.	
Lewis and Clark Community College	Lewis and Clark does not have a late registration policy, all that is required after the start of the class is the instructor's signature. It is very common for students to still be adding classes into the second week of the semester.	This semester we did try a "late start program." If a student came in two weeks before the semester started, tested into developmental Reading, English and Math AND did not have financial Aid in place, they were put in specially created classes that started two weeks after the regular semester. We will see if this improves those students' outcomes.
Lincoln Land Community College	Students are allowed to register through the first week for regular 16 week classes. After that, the Dean and instructor must sign a permit.	
McHenry County College	At McHenry County College, students are allowed to register through the first week for regular 16 week classes. After that, the Dean and instructor must sign a permit.	There has been talk about having no registrations after classes have begun unless there is a permit. We are hoping do that soon.
Moraine Valley Community College	At Moraine Valley students can register for 17 week classes through the first week. Late registration is 5 weekdays after that, but the student needs the signature of both the instructor and the dean of that subdivision. .	We have lots of late starting classes, so we're trying to move away from any late registration.
Oakton Community College	Once a class has held its first class session, students may not register for that course -	

Late Registration Chart

	<p>even if there are still slots available. To enroll, students must request a late registration permit from the course instructor. Please note: permits are not automatic. They are approved at the discretion of the instructor and are not available from the dean, chair, or academic advisors.</p>	
Parkland College	<p>Parkland still has a Late-add week for full-semester courses. During this week students can add themselves to open courses with no special permission. After Late-add week, department chair permission is required.</p>	<p>Our Late-add week is on the endangered list. The idea that all students would register on time is a very intuitively pleasing one. However, by removing the late add option, a lot of flexibility will be lost. The question is still open as to whether students are more successful in late-start courses versus missing one or two days of a full semester course.</p> <p>Students who place into our precollege reading, writing, and mathematics are not allowed to register after the class has met for the first time, and they will be administratively dropped if they miss either of the first two meeting times.</p> <p>I suspect we're all looking for remedies for the same two problems: students who show up late, and students who show up late and underprepared. We registered approximately 7% of our 10th Day headcount during our Late-add week this fall. Clearly not a good situation, but at least now they are on-campus,</p>

Late Registration Chart

		somewhat subject to our influence, and capable of improving their enrollment behaviors.
Rock Valley College	At Rock Valley, we have gone to no open registration once the semester begins. The registration ends the Thursday before our Saturday start date and once classes start we have a one week period titled the Schedule Adjustment Period. The Schedule Adjustment Period allows for students to obtain an add slip from the faculty member of the class desired. If the faculty member agrees, they give the student the add slip and the student registers for the class.	<p>In theory, the Schedule Adjustment Period is for those students that may need to change a section due to job changes, they scheduled themselves at two facilities with not enough drive time, etc, as you can imagine this is pretty hard to monitor. For the fall we processed 1400 add slips.</p> <p>We are finding that the Schedule Adjustment Period is somewhat hard to manage for the faculty because if there is an open seat on our online web tool, those students looking for courses will seek them out for an add slip.</p> <p>One other point to note, this change did affect our enrollment numbers somewhat at first. We implemented it during the spring and during our years of positive enrollment numbers a few years ago.</p>
Roosevelt University	Currently, Roosevelt University's policy is that once the semester has started, students can no longer change their own registration online. Students must fill out a change of registration form that may require signatures from advisors and financial aid counselors in some circumstances, and the Registrar staff completes any registration changes. Additionally, if a particular class has already met at least once, the student needs the instructor's signature to register	There are quite a few students who do this in any given semester and the request is usually granted by the instructor except in rare circumstances.

Late Registration Chart

	late for the course before our staff will add the class.	
Shawnee Community College	We end registration after the first day of instruction, but we have several waves of late starting classes (16 week, 14 week, 12 week, 8 week and 5 week) that will allow a student to recoup hours they drop.	
South Suburban College	At South Suburban we do allow students to get into a class after our add/drop period, but only with the Dean's signature. We do not question the reason since the Dean approved the registration.	I cannot say that this situation is very rare here at SSC.
Southwestern Illinois College	<p>The enrollment sessions are as follows:</p> <ul style="list-style-type: none"> -Open Enrollment: From the day registration begins until one week before the first day of class. -Last-Minute Enrollment: In the week before classes begin, students can still enroll; but some classes may already be filled and there may be delays in receiving services such as counseling and financial aid. -Late Enrollment: (First week of classes) After a class has met one time, students must obtain signatures from a counselor and the instructor in order to enroll. -Restricted Enrollment: (Second week of classes) After the equivalent of the first week of classes, students must obtain signatures from a counselor, the instructor, and the dean of that division in order to enroll. 	This new policy was implemented with enrollment for the Spring 2010 semester.
Triton College	<p>Students can register for a course up until classes start. Once a class has met more than twice, students need to have a general petition signed by the instructor, department chair and dean to enroll late.</p> <p>Students are able to register online for courses as long as there is an open seat and the class has not met</p>	Triton has been talking about possibly making changes to this policy.

Late Registration Chart

	more than twice.	
University of Chicago	<p>The University of Chicago allows students (in most programs) to add/drop classes for the first three weeks of the quarter (if there is room in the class).</p> <p>After the first week, students must have signed consent of the instructor (instructors can require this before that, as an option). Of course, all our students are admitted well in advance and can only register for classes during the actual registration periods (if late, we do assess a late fee).</p>	<p>Of course there is always the question of whether students can make up the work they may have missed (though most students sit in on the classes they want even if they haven't managed to actually register yet). Our faculty is fairly lenient though a few will kick non-registered students out of their classes. And for some popular courses they are required to attend the first class or first two classes or they will lose their registration.</p>
Waubonsee Community College	<p>If a student wants to enroll in a class after it has started meeting, he or she will need to submit a Late Enrollment Appeal Form. The Late Enrollment Appeal Committee will contact students of its decision. Committee decisions are final. Students will be allowed one appeal per course per semester.</p> <p>Requirements for submitting enrollment appeal:</p> <ul style="list-style-type: none"> • After the last day to add a class, late enrollment appeals must be received by the end of the refund period for that course. • If dropped for non-payment, a \$50 late enrollment fee plus a minimum of one-third of tuition is due. 	

Created: 10/11/12