

September 27, 2010

**COUNCIL OF PROVOSTS
DEPARTMENT CHAIRS/PROGRAM DIRECTORS
DIVISIONAL DEANS**

SUBJECT: Impact of Late Registration Requests on Academic Units

Dear Colleagues,

I write to provide some further information on the add deadline, the amended [Regulation 501](#), and its potential impact on your department/program. Last year, CEP proposed changing Regulation 501 to give instructors and departments the authorization to review and approve requests to add courses after the 2-week registration period. It was the belief of CEP that instructors and departments are the appropriate unit to make a determination on these types of requests. This proposal was approved by Representative Assembly, on behalf of the faculty, and went into effect this Summer.

There is some confusion on campus as to what this change means. I wish to underscore the fact that **CEP did not change the add deadline**. Students are still required to add their courses by the end of the second week of instruction. The only change has been to *how* requests for adds after the registration period are processed. Those requests are now assessed and decided by instructors and departments *and no longer require the submission of a student petition to the Academic Senate*.

The change in the Regulation is occasionally being seen, however, in a somewhat different light. Some are seeing it as a way of providing a series of new options for students and instructors. This was not the intent of the change and equally important is that it is NOT an inconsequential action. The most obvious consequence is financial: the University and your department will not receive credit for any student who registers for courses AFTER the 15th day of instruction (when the campus "census" is taken for purposes of determining state funding). Specifically the university will not receive workload funding if the student is not registered by 15th day. The same is true for teaching credit. If a student is not registered in the course by the census date, your department does not get credit for that student's instruction when Temp FTE and Graduate Student funding is calculated. This means that, essentially, all students added to a course after the 15th day of instruction are taught off-load, and the campus receives no funding for the instruction.

We strongly recommend that you discuss with instructors, faculty, and staff (particularly those involved with student advising) the purpose of the change and the potential impact it can have on your department. Your department may wish to consider developing its own policy for managing requests for late registrations and set down a clear understanding of what the department will and will not sign off on (i.e., the reasons that you would accept for approving these). We highly recommend making this information as publicly known to your students as possible, such as on your department website, handouts and handbooks, and encouraging faculty to include it in their syllabi.

Regards,



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