**Late Registration**

*Proposal:* Change current registration process to require instructor consent once a course begins regardless of space availability.

*Current CCC Practice:* Students can register for courses with open seats through Sunday of the first week of the term. Courses without open seats require instructor consent.

*Arguments for late registration:*

* **Access** – as an open-door institution, does ending late registration keep students from attending CCC?
* **FTE** – ending late registration could decrease the number of enrolled student, therefore possibly impacting FTE.
* **Impact on faculty and staff**: There is a significant amount of add/drop activity the first few days of each term. Requiring instructor consent will increase work for faculty who need to sign forms for students and will increase lines at the Enrollment Services Center.

*Arguments against late registration:*

* **Academic and Student Engagement Success** – Students are oriented to class, our college and connect with each other during the first week of the term. These are important foundations for successful completion of a course.
* **Missed Instruction** – Several faculty members have noted that students miss significant instruction time when adding a course late.
* **Academic and Financial Responsibility for Students** – research demonstrates that students who add courses after they begin are less likely to complete the course and owe money for that course. At CCC, this often translates into a student being sent to collections for a course they did not complete which in turn impacts their ability to enroll for future classes.

*Research:* The literature overwhelmingly supports ending the practice of late registration. In 2002, a study by Smith, Street, and Olivarez (*Community College Times*) found that 35% of new students registered late were retained the next semester compared with 80% of those who registered on time. Several studies since 2002 continue to validate this conclusion and community colleges are increasingly abolishing late registration practices.

*Comments from CCC faculty:*

“To have new students simply appear in class after the course has begun creates more work for faculty and puts these students at a disadvantage.  My experience, while anecdotal, is that students who enter my courses late have a lower success rate than for those who start at the beginning of the term.  Having a week-long “grace” period allows students to postpone final decisions on their course choices until the end of Week 1, meaning that they are not actually starting to do coursework until Week 2, shortening their learning time by 10%, since Week 11 is Exam Week.  Requiring a faculty signature gives an opportunity to meet with the student and make sure they understand what work has been missed and what they need to do to make up for lost time before they decide to enroll in the course. Again, anecdotally, my experience is that a good number of students who begin a course late, end up dropping the class later on, and many of these “disappear” rather than formally withdrawing, thus creating a financial and academic obligation that they may not fully understand, and an expense and public relations problem for the college when their accounts go to collections and their transcripts show failing grades for which they never realized they were responsible.”

“Just wanted to say that our department would find it VERY helpful to have the grace period for adding a class shortened! Public Speaking is a required class that moves at a very rapid pace and if students register late it puts them at a significant disadvantage.”

“If students are permitted to register too late, after a course begins, they are already behind in terms of reading, completing assignments, connecting with work groups, and sometimes even obtaining books. “

One faculty member noted that ending our current late registration practice could negatively impact those courses only meeting once a week.

*Current Practices at Oregon Community Colleges:*

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| **Community College** | **Late Registration Practice** |
| Blue Mountain | Through first week (end of the fifth day) |
| Chemeketa | Once class begins |
| Clackamas | Through first week |
| Clatsop | Through first week |
| Columbia Gorge | Once class begins |
| Klamath | Once class begins |
| Lane | Unknown |
| Linn Benton | Through second week |
| Mt. Hood | Once class begins |
| Oregon Coast | Through second week |
| Portland | Once class begins |
| Rogue | Through first week |
| Southwestern | Through first week |
| Tillamook Bay | Once class begins |
| Treasure Valley | Through first week |

Green = offer late registration

Red = instructor consent required once the course begins

Note: This change isn’t to be confused with the process of charging students a late registration fee beginning the third week of the term; that process would stay the same. Students will continue to receive two week grace period of adding courses without a late fee.

*For discussion:* If CCC faculty and staff support change our current practice, our two best options are:

1. Require instructor consent once a course begins.
2. Shorten the length of the late registration period from one week to two days. Instructor consent would be required on the Wednesday of week 1 of each term (rather than Sunday).

Please refer to the provided articles from the Community College Times and Inside Higher Ed.