Registration Error Checking

Population: Students who failed courses that are prerequisites for registered courses in the upcoming semester.

Action Needed: Registrar dis-enrolls students from ineligible courses in the upcoming semester.

Current Process:
1. Banner Central generates a report that identifies student population.
2. Registrar, in consultation with campus faculty and VCAA office, decides which students should be dropped and which registrations can be saved.
3. If the student is allowed to remain in the class, registrar enters a prerequisite override (or grade change) in Banner. This Banner entry ensures that student does not encounter future registration errors for the class.
4. For all others, registrar drops classes and communicates action taken to the affected students.

Current Issues:
- Registrar may encounter technical problems if student is registered across campuses.
  - Since student does not meet the prerequisite, an error flag will prevent the registrar from completing the disenrollment process in Banner.
  - Registrar cannot (and should not) override another campus' enrollment error. Registrar must contact the registrar at the campus where the class is being offered to resolve this problem.
- Fall-to-spring timeline is very short and extremely busy for the registrar’s office.

Proposed Solution:
1. After grades have rolled for all 10 campuses, failed prerequisite report is run centrally and sent to each campus.
   - Since students often register across campuses, for this report to be effective, all campuses must first complete their end-of-term process.
   - Running this report can be taxing on the system so it must be run during the low-usage periods.
2. Campuses immediately send a mass email to all students on their report informing them that:
   1. They no longer meet the prerequisites for their respective class(es)
   2. If they feel they should remain in the class, they have a specified period of time to remedy the situation. Depending on the campus, they may be directed to contact the Dept, Instructor, Advisor, and/or Registrar.
3. If no. 2 above does not apply,
   - Recommend that they drop themselves via the portal and select other classes before there is less selection of classes.
   - Inform them that they will be automatically dis-enrolled from their respective classes after the deadline.
   - Inform them that they should not mark their textbooks so they can return them for refund.
2. If student is allowed to remain in the class, campus official must enter proper info in Banner (e.g. registration override, grade change) to prevent registration error on Banner forms or MyUH portal. This will also remove them from subsequent failed prerequisite reports.
3. After the deadline, failed prerequisite report is run again. Students who did not get their prerequisite error resolved via a grade change or prerequisite override, will remain on the list.
4. Campus registrars can safely disenroll these students from all identified classes and send a mass email informing them that action has been taken.
Benefits:
- New process places the responsibility on the student to justify why they should remain in the class, if applicable.
- The system deadline gives the student time to pursue overrides or grade changes. It also allows the campus to review the list and “save” any registrations that may not be student-initiated but dept or faculty driven.
- Campuses will not need to be granted VPDII Banner access, which would automatically give them more authority than what is necessary. After the system deadline, they can safely dis-enroll the student from any class they are ineligible for. This will allow registrar to complete the disenrollment process in Banner and not require them to seek approval from registrars at other campuses.
- Future plan: automate the drop process in Step 4.

Discussion needed:
- Set system deadline for all campuses to complete their end-of-term (a.k.a. roll semester grades).
- Set system deadline for students to seek approvals to remain in the class.
  - Recommendation:
    - Fall – 1.5 weeks
    - Spring – 1.5 to 2 weeks
- Campuses need to create two emails that are customized to their campuses needs:
  - 1st email – warning email informing student that they no longer meet prereqs, options available, and deadline to take action.
  - 2nd email – FYI to all students whose classes were dropped.
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