

Procedures to allow registration in and credit for two sequential math courses in one semester

I. Banner course and CRN creation

Prior to the start of the semester: Course creation in Banner for initial student registration. The M/S division secretary creates full- and part-of-term courses for pre- and regular registration.

At the developmental level, due to the use of a single subscription-based software program, each faculty member assigned to teach a redesigned sequence course (MATH 9-18-82) will also be assigned to at least one section of the next course in the sequence. Due to software differences and the reduced likelihood of completing more than one course in a single semester, this practice is not continued at the transfer (MATH 103-140X) level.

At the developmental level, workload class sizes are 30 students per section but for scheduling purposes, each workload section is listed as two, 15-student “half-sections” in Banner. This is because each developmental half-section meets once per week for one scheduled hour with the remaining weekly hours to be completed in proctored testing, independent study and/or in supervised open computer lab. This practice is not continued at the transfer level, where workload class sizes range from 20 to 24 students (depending on the assigned classroom) that meet for the usual number of hours per week (3 hours for MATH 103 and 4 hours for MATH 140X).

Course	Full-term schedule	Part-of-term schedule(s)	Can students self-register for part of term?	Part-of-term section counts toward faculty workload?
MATH 9 (1 credit)	NO	#1: Weeks 1 to 5* #2: Weeks 7 to 11*	YES	YES
MATH 16 (1 credit)	NO	#1: Weeks 1 to 5 #2: Weeks 7 to 11	YES	YES
MATH 18 (3 credits)	YES	NO	N/A	N/A
MATH 82 (4 credits)	YES	NO	N/A	N/A
MATH 103 (3 credits)	YES	NO	N/A	N/A
MATH 140X (4 credits)	YES	NO	N/A	N/A

*A student who registers for any part-of-term section of MATH 9 section and needs additional time beyond the part-of-term schedule will be given until the end of the semester to complete the course requirements.

Adding part of term sections: after the add period but before the fifth week of the semester, the M/S division secretary will create in banner one set of part-of-term courses for each instructor teaching the course. Each part of term section should have its own CRN but might or might not count toward faculty workload/overload. Each of the added part-of-term sections should be listed as unpublished and designated as special approval required. The following comment should be added to each section: “Special approval from the Developmental Math Counselor is required. Please contact Tiana Cho at 455-0430 or tcho@hawaii.edu to schedule an

appointment.” In the event of a change or addition to the name or contact information of the Developmental Math Counselor, the new or added information will be used in the comment.

Course	New part-of-term section(s) to be created, for faculty teaching MATH 9	New part-of-term section(s) to be created, for faculty not teaching MATH 9	Scheduled class meeting day(s)/time(s)?	Part-of-term section counts toward faculty workload?
MATH 9	NO	NO	N/A	N/A
MATH 16	NO	NO	N/A	N/A
MATH 18	#1: Weeks 1 to 5 #2: Weeks 7 to 11	#1: Weeks 1 to 8 #2: Weeks 9 to 16	NO (TBA)	NO
MATH 82	#1: Weeks 1 to 5 #2: Weeks 7 to 11 #3: Weeks 12 to 16	#1: Weeks 1 to 8 #2: Weeks 9 to 16	NO (TBA)	NO
MATH 103	N/A	#1: Weeks 1 to 8 #2: Weeks 9 to 16	#1 NO (TBA) #2 YES	#1 NO #2 YES
MATH 140X	N/A	Weeks 9 to 16	NO (TBA)	NO*

*Very few students are likely to qualify for MATH 140X in the same semester as MATH 103 so no dedicated section of MATH 140X is planned at this time. If this expectation changes in the future, a workload section of MATH 140X can be scheduled as is done with MATH 103.

Example 1: Instructor A's schedule with added sections highlighted

CRN #	Course	Schedule	Workload credit	Published?	Special approval required for registration?
1	MATH 9	Weeks 1-5	0.5 CR	YES	NO
2	MATH 9	Weeks 1-5	0.5 CR	YES	NO
3	MATH 9	Weeks 7-11	0.5 CR	YES	NO
4	MATH 9	Weeks 7-11	0.5 CR	YES	NO
5	MATH 16	Weeks 1-5	0.5 CR	YES	NO
6	MATH 16	Weeks 1-5	0.5 CR	YES	NO
7	MATH 16	Weeks 7-11	0.5 CR	YES	NO
8	MATH 16	Weeks 7-11	0.5 CR	YES	NO
9	MATH 18	Full semester	1.5 CR	YES	NO
10	MATH 18	Full semester	1.5 CR	YES	NO
11	MATH 18	Full semester	1.5 CR	YES	NO
12	MATH 18	Full semester	1.5 CR	YES	NO
13	MATH 82	Full semester	2.0 CR	YES	NO
14	MATH 82	Full semester	2.0 CR	YES	NO
101	MATH 18	Weeks 7-11	0 CR	NO	YES
102	MATH 18	Weeks 12-16	0 CR	NO	YES
103	MATH 82	Weeks 1-5	0 CR	NO	YES
104	MATH 82	Weeks 7-11	0 CR	NO	YES
105	MATH 82	Weeks 12-16	0 CR	NO	YES

Example 2: Instructor B's schedule with added sections highlighted

CRN #	Course	Schedule	Workload credit	Published?	Special approval required for registration?
15	MATH 18	Full semester	1.5 CR	YES	NO
16	MATH 18	Full semester	1.5 CR	YES	NO
17	MATH 82	Full semester	2.0 CR	YES	NO
18	MATH 82	Full semester	2.0 CR	YES	NO
19	MATH 82	Full semester	2.0 CR	YES	NO
20	MATH 82	Full semester	2.0 CR	YES	NO
21	MATH 82	Full semester	2.0 CR	YES	NO
22	MATH 82	Full semester	2.0 CR	YES	NO
106	MATH 18	Weeks 1-8	0 CR	NO	YES
107	MATH 18	Weeks 9-16	0 CR	NO	YES
108	MATH 82	Weeks 1-8	0 CR	NO	YES
109	MATH 82	Weeks 9-16	0 CR	NO	YES

Example 3: Instructor C's schedule with added sections highlighted

CRN #	Course	Schedule	Workload credit	Published?	Special approval required for registration?
23	MATH 82	Full semester	2.0 CR	YES	NO
24	MATH 82	Full semester	2.0 CR	YES	NO
25	MATH 103	Full semester	3.0 CR	YES	NO
26	MATH 140X	Full semester	4.0 CR	YES	NO
110	MATH 82	Weeks 1-8	0 CR	NO	YES
111	MATH 82	Weeks 9-16	0 CR	NO	YES
112	MATH 103	Weeks 1-8	0 CR	NO	YES
113	MATH 103	Weeks 9-16	3.0 CR	NO	YES
114	MATH 140X	Weeks 9-16	0 CR	NO	YES

II: Early course completion and options

A student who registers for a redesigned section of MATH 9, 18, 82, 103, or 140X and who successfully completes the course requirements and qualifies for the next course prior to the end of the semester can choose to do any one of the following.

- a. Nothing. The student earns credit for the initially registered-for course and has no further obligation to do additional work in the mathematics discipline.
- b. Register for the next course (this option is NOT expected to be offered in summer sessions). If the student completed the course work by the appropriate deadline (as defined below), the student can register for the next course in anticipation of completing and earning credit for the second course in the same semester. Payment of tuition will be required. A student who is receiving financial aid and registers for a second course in the same semester should check with the financial aid office to see if they would qualify for additional financial aid. Students also might incur additional software expenses under this option:

- A MATH 9 student who purchased a 6 week ALEKS access code will need to purchase an extension of the subscription.
- A MATH 18 student who purchased the recommended 18 week ALEKS access code may at no additional cost continue to use the same subscription account to work through the MATH 82 lessons.
- A MATH 82 student will need to purchase a MyMathLab access code in order to work through the MATH 103 assignments. The student may continue to use the MATH 82 ALEKS subscription account to review the MATH 82 material while working through MATH 103.
- A MATH 103 student will need to purchase an additional MyMathLab access code in order to work through the MATH 140X assignments. The student may continue to use the MATH 103 account to review while working through MATH 140X.

For a student to be eligible for this option, the student must complete the original course by the corresponding deadline:

- A MATH 9 student must complete the course by the end of the fifth week of the semester in order to be eligible to register for MATH 18 in the same semester.
- A MATH 18, 82, or 103 must complete the course by the end of the eighth week of the semester in order to be eligible to register for the next redesigned course in the same semester.

A student who chooses this option is responsible for all course requirements and assumes the risk of not earning credit for the course. Any exceptions (erase, withdrawal, tuition refund, incomplete grade, etc.) will be handled on a case-by-case basis.

- c. Informally get a “head start” on the next course. Students may begin working on the assignments for the next course. After meeting with the Developmental Math Counselor and obtaining the appropriate information, students will be able to begin working on the “homework” portions of the next course in the redesigned sequence. Depending on the course, students might need to purchase a new software access code (details in option b above) and students might or might not be able to attempt graded assignments (details below). All allowable work that the student completes will count toward the next semester, when the student formally registers for the course.

- A MATH 9 student who completes the course then works informally in MATH 18 in the same semester and with the same instructor will be allowed to take MATH 18 quizzes and assessments. In the event the student completes all MATH 18 requirements by the end of the semester, the student should see the Developmental Math Counselor to obtain a prerequisite waiver that allows registration for MATH 82 in the next academic term.
- A MATH 18 student who completes the course then works informally in MATH 82 in the same semester and with the same instructor will be allowed to take MATH 82 quizzes and assessments. In the event the student completes all MATH 82 requirements by the end of the semester, the student should see the Developmental Math Counselor to obtain a prerequisite waiver that allows registration for MATH 100, MATH 103, or MATH 115 in the next academic term.
- A MATH 82 student who completes the course and chooses to work informally in MATH 103 in the same semester will be given homework assignment listings and other course information but will not be allowed to take quizzes or assessments that require instructor involvement. Progress in homework will be credited when the student eventually registers for the course. At that point, the student will be required to attempt quizzes and graded assessments that count toward the course grade.
- A MATH 103 student who completes the course and chooses to work informally in MATH 140X in the same semester will be given homework assignment listings and other course information but will not be allowed to take quizzes or assessments that require instructor involvement. Progress in homework will be credited when the student eventually registers for the course. At that point, the student will be required to attempt quizzes and graded assessments that count toward the course grade.

Example #1: Chris registered for a week 1-5 section of MATH 9 and completed the course requirements in the middle of week #4. After meeting with the Developmental Math Counselor, he decided to register for MATH 18 so after paying the tuition, he met with the Financial Aid Office, purchased an extension of his ALEKS subscription account and started working through the MATH 18 assignments. At the end of the 14th week of the semester, Chris had completed all of the MATH 18 course requirements. Chris spent the last two weeks of the semester getting an informal head start on MATH 82. Chris' transcript will show credit earned for MATH 9 and MATH 18 in the same semester. He registered for MATH 82 in the next semester and the work he completed in the last two weeks of the prior semester was credited to him at the start of the next semester.

Example #2: Eric registered for MATH 18 and completed the course requirements in week 10. Though he wanted to register for MATH 82 in the same semester, he completed MATH 18 too late in the semester to do so. He began informally working on the MATH 82 assignments and completed around half of the course requirements by the end of the semester. In the next semester, he registered for MATH 82 and, due to the head start work, completed the course requirements at the end of week 6. Eric then met with the Developmental Math Counselor and decided to register for MATH 103 in the same semester. After paying the tuition, meeting with the Financial Aid Office, and purchasing the MyMathLab access code, Eric began working through MATH 103. Unfortunately, due to a change in work schedule in week 11 of the semester, Eric's progress through MATH 103 slowed and he did not complete the course

requirements by the end of the semester. Eric's transcript would show credit earned for MATH 18 in the first semester, credit earned for MATH 82 in the second semester, and an F grade for MATH 103 in the second semester. All is not lost since the work that Eric did in MATH 103 in the second semester would be credited to him when he registers for MATH 103 in semester #3.

Example #3: Della registered for MATH 18 and completed the course requirements at the start of week 9. This was a little too late for her to register for MATH 82 so after meeting with the Developmental Math Counselor, Della started working informally through the MATH 82 assignments and took the MATH 82 quizzes and assessments with her MATH 18 instructor. Della successfully completed all of the MATH 82 requirements by the end of the semester. She met with the Developmental Math Counselor who entered a prerequisite waiver that allowed Della to register for MATH 100 in the next semester.

Example #4: Aileen registered for MATH 82 and completed the course requirements at the end of the eighth week. After speaking with the Developmental Math Counselor and weighing her options, she decided to informally work through MATH 103. After purchasing the MyMathLab access code, she began working through the homework assignments. She completed more than $\frac{3}{4}$ of them by the end of the semester. When she registered for MATH 103 in the next semester, she was able to successfully complete the remaining homework, quizzes, and exams by the end of the third week of the semester. Aileen did not need any additional math courses so she spent the remainder of the semester spending extra time on her other courses.

III: Early course completion procedures

A student who completes a redesigned math course before the end of the semester will be directed to discuss options with the Developmental Math Counselor. Two of the options described in section II, doing nothing and working informally, need no additional actions on the part of student services personnel. A student's decision to register for an additional sequence math course triggers the procedures described in this section.

1. The Developmental Math Counselor is responsible for the following:
 - Ensure that students are aware of their options and help them to make informed choices.
 - Maintain complete records of the students who choose to register for an additional sequence math course.
 - Assist students with registration into the additional course and remind them of payment deadlines. Students taking a second course must register for the later part-of-term section. If the second course is MATH 18 or MATH 82, the student must register for the same instructor as the original class. If the second course is MATH 103 or 140X, the student can register for any section that fits the student's schedule.
 - Advise students who are on financial aid to meet with the Financial Aid Office after registration and payment of tuition/fees. Be sure the student realizes that the financial aid package will not be automatically updated to reflect the additional part-of-term credits.
 - Send a list of students who originally registered for MATH 18, 82, or 103 and added a second part-of-term math course in the same semester to the Admissions and Records office.
2. The Financial Aid Office is responsible for the following:
 - Keep the Developmental Math Counselor updated on relevant changes to financial aid rules.
 - Verify a student's additional registration and, if appropriate, update the student's financial aid package.
3. The Admissions and Records Office is responsible for the following:
 - Charge and collect appropriate tuition and fees for added part-of-term course sections.
 - Upon notification by the Developmental Math Counselor, move each MATH 18, 82, or 103 student who registered for a second math course from the original, full-term course section to the same instructor's early part of term section.
 - Note this is not required for a student who initially registered for MATH 9 since all MATH 9 sections are already part-of-term.
 - For efficiency, these should be done as a batch in the ninth or tenth week of the semester.