

Elimination of Late Registration at Montgomery College

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How We Got Here

- Strategic Planning Student Success Subcommittee
- College Enrollment Management Advisory Team (CEMAT)
- CEMAT Subcommittee Collegewide Constituent Group
- Recommendation Presented to CEMAT
- Recommendation Accepted by CEMAT and Forwarded to Dr. Walker-Griffea

Definition of Late Registration

Registration after midnight on the day prior to start of a class.



Recommendation

- Allow registration until midnight on the day prior to the start of a class. Registration after that time would be eliminated for that class.
- Implement in Phases and Complete for Spring 2015 Implementation.

Phase I: Spring 2014

1. “Elimination of Late Registration Implementation Team” formed.
 - *Communicate plan and solicit feedback*
 - *Identify issues and make suggestions for improvement*
 - *Set up and manage dedicated webpage*
2. Create system to allow priority registration for returning students.
3. Synergize strategy with other student success initiatives.

Phase I: Spring 2014

4. Increase efforts to register students early.
5. Communicate information about available payment plans and options regularly and through various modalities.
6. Evaluate course scheduling and standard start and end times.
7. Consider block and/or programmatic scheduling.
8. Request academic disciplines to offer more late starting courses, especially general education courses.

Phase II: Summer/Fall 2014

1. Change Policy and Procedures:

- 41001CP – Admission to Montgomery College
I:B: *“Applications must be received a minimum of 10 days prior to the start of the semester **term.**”*
- 53001CP – Academic Regulations & Standards, 9.611 Registration: *“Montgomery College strongly ~~encourages~~ **requires** students to register before midnight on the day before **a** class is scheduled to start.”*
- 53001CP – Academic Regulations & Standards, 9.612 Change of Schedule: *To enroll in a course section once the course has met but prior to the 20% date, the student must obtain permission from the dean, dean’s designee, or department chair.*

Phase II: Summer/Fall 2014

1. Develop a communications campaign involving multiple methods and social media will be developed.
2. Evaluate the Banner Web schedule search process to ensure it is user friendly and easy to navigate.
3. Improve the “Schedule Change” form to make it consistent with new procedures. The form must be stamped by the appropriate approver.
4. Inform faculty of all changes including a reminder that students who are not officially on class rosters should not be allowed to sit in classes.

Implement Spring 2015

1. Students will be required to register for all classes by 11:59 p.m. the day before the class they would like to enroll in begins.
2. Students who inquire about registering for a class that has already begun or begins that day will be told they need to register for a class that begins on a later date.



Implement Spring 2015

3. Under limited circumstances, students will be allowed to change or add courses during the semester, i.e.:
 - *The instructor assessed the student and determined that s/he needs to be assigned to a more appropriate course.*
 - *The College made an error.*
4. Data related to student success and enrollment patterns will be continually evaluated by OIRA so that the effectiveness of this change can be evaluated and improved.

Questions and Feedback

- Additional Feedback can be sent to:
- lateregistration@montgomerycollege.edu

