Deletion of students for non-payment and registration of students after the end of the drop-and-add period: Fall 2016 Semester

Please see the list below for important dates and deadlines of when students will be deleted for non-payment, insufficient financial aid, failure to arrange a payment plan (owing a balance more than $800 for the Fall 2016 semester without payment arrangements), and also, for the procedures for registering students after the end of the late registration period in effect for the Fall 2016 semester.

I. Overview of Fall 2016 (Full-term) important dates and processes
   (NOTE: Dates differ for the Bowen School of Law, so please see http://ualr.edu/law/academics/2014-15-academic-calendar/ on the Bowen School website for specifics):

   • Wednesday, August 17: Classes begin. Beginning of late registration period. If students withdraw during this time period, ‘W’ will appear on transcripts.

   • Tuesday, August 23: End of late registration period.

   • Tuesday, August 23: First drop (deletion) of students for non-payment, insufficient financial aid, or failure to arrange payment plan. Students who have paid in full or owe a balance of less than $800 for Fall 2016 semester will not be deleted.

   • Wednesday, August 24: Special consent registration via email begins and operates through August 31.

   • Wednesday, August 31: Census Date (Enrollment Reporting).

   • Special memorandum signed by instructor, department chair and college dean required to register students after August 31

   • The procedure for administratively moving a student from one course or course section to another remains the same

II. Details of deletion process and replacement for “yellow card process”

   A. Deletion of students for non-payment

      The deletion of student registrations for non-payment and/or insufficient financial aid, or failure to arrange a payment plan (owing a balance more than $800 for the Fall 2016 semester without payment arrangements) will occur as indicated above after the late registration and drop-and-add adjustment periods in Fall 2016 terms.
The comprehensive list of students to be deleted if they fail to pay or make financial arrangements will be distributed to colleges and departments (generated by Bursar’s Office). One report will allow students to be identified by program and another will indicate the courses in which the students are enrolled.

B. Instructions for registering a student during the Special Consent Registration period (email substitute for the old “yellow card process”)

[Note: The instructions that follow in this section are for the replacement of the old “yellow card process” for registering students in classes for the first time, adding additional classes to a student’s schedule, or reregistering students after they have been deleted. Administratively moving students from one course to another or from one course section to another must still be done by memorandum. Moving a student administratively allows any payments for the dropped course to be applied toward the course being added and bypasses the refund schedule. If the email substitute for the “yellow card process” is used to add the different course or section, the student will bear the responsibility for dropping the original course and will be subject to the regular refund schedule that is tied to drop dates. Instructions for Administrative Moves appear in a separate section below (III. Instructions for Administrative Moves).]

1. The course instructor originates an email, sent to the department chair and copied to the student. For purposes of authentication, the email must be sent from a UALR email account. The message should include the following information in the following order:

Subject line:

- Late registration for [T # of student]

In the body of the message:

- Student ID Number
- Student Name
- Course CRN
- Course Subject Code
- Course Number
- Course Section
- Course Title
- A brief explanation of why the late registration is necessary
In talking to the student, instructors should alert the student to problems that will arise if the added course has a time conflict with another class already on the student’s schedule or the course has prerequisites or co-requisites that are not met. If it appears the student will have such problems but the instructor is unable to confirm the facts, the student should be referred to the departmental office.

2. Upon receipt of the email from the instructor, and if the department chair approves the request, the chair will forward the request to lateregistrations@ualr.edu, copying the student and the originating instructor. Again, for purposes of authentication, the email must be sent from a UALR email account. If the chair does not approve the request, the chair forwards the email back to the student (copying the originating instructor), adding a notification that the request has been denied.

Since many instructors will not have the means to check in BOSS for time conflicts and to see if any prerequisites or co-requisites have been met, the chair should utilize departmental resources to do these checks before forwarding the approving email. If there is a time conflict and the instructor approves the student’s arriving late or leaving early, the department can override the time conflict in BOSS or note approval of the override in the forwarded email. If a prerequisite is not met but is not to be enforced, the department can override the prerequisite in BOSS or note approval of the override in the forwarded email. If a course has a co-requisite in which the student is not enrolled, the student will either have to enroll in the co-requisite course, too, or the department will have to override the co-requisite in BOSS or note the approval of the override in the forwarded email. Records will not register a student for whom any of these actions are required but not taken.

3. Records and Registration registers the student for the course.

The registration causes an email to be sent by the end of business day to the student (copied to the instructor) confirming the registration. The message will be tailored as follows:

Fall: For students who were deleted on August 23 and re-register for courses and students who are registering for the first time, the message will state that they are required to make payment arrangements or have sufficient financial aid to cover the charges. It will indicate that failure to do so will result in cancellation of the registration at the end of the business day on August 31 (11th class day/Census date).
For students who had already registered for some courses prior to the delete, were not deleted, and are adding to those registrations, the message will be a simple confirmation of registration.

If a student is registered for more than one course on different days, he or she will get more than one email.

C. Second deletion

Fall Only: Students who do not pay or make financial arrangements by Monday, August 31 will be deleted at the end of business day on August 31. (Again, students who had already registered for some courses prior to the August 23 and were not deleted on August 23 will NOT be deleted on the 31st for adding to those registrations. Only students who were deleted on the 23rd and students who are registering for the first time after the 23rd will be deleted.)

Throughout the period from August 24 to August 31, the comprehensive list of students to be deleted on August 31 if they fail to pay or make financial arrangements will be distributed to appropriate persons in colleges and departments.

D. Instructions for Registration after the Special Consent period ends

Requests for registration after the Special Consent period ends (that is, after the census date) should be extreme exceptions. The request must be made on departmental letterhead, include the same information as is required in the email described in II.B.1 above, and must be signed by the dean, as well as the instructor and chair.

Instructors should attend carefully to their class rosters during the first week of classes and alert students who are attending but are not on the roster. However, extra vigilance regarding class rosters should continue until the Census date so that any issues are resolved by that time. Attention to roster maintenance should help reduce the need for registration after the Census date to a minimum.

III. Instructions for Administrative Moves

Requests to move a student from one course or course section to another in order allow any payments for the dropped course to be applied toward the course being added and bypass the refund schedule must be made by memorandum. Administrative moves may involve one student (e.g., when an error in course level placement occurs or failure to meet a course prerequisite is discovered after registration) or multiple students (e.g.,
when a class section is cancelled and the entire class must be moved to another sections). The courses involved will typically be within the same department, although rare cases that involve courses in different departments and even rarer cases that involve cases in different colleges might occur.

The memorandum must be approved by the chair (or chairs when the courses are in different departments, and deans when the courses are in different colleges). The Office of Records and Registration will assume that chairs and deans have obtained the appropriate approval from the instructors involved.

The memorandum should include the following information:

- A brief explanation of the need for the request
- Student ID Number (for each student moved)
- Student Name (for each student moved)
- Course information for dropped course:
  - Course CRN
  - Course Subject Code
  - Course Number
  - Course Section
  - Course Title
- Course information for added course:
  - Course CRN
  - Course Subject Code
  - Course Number
  - Course Section
  - Course Title

The department chair should check for time conflicts and that any prerequisite or co-requisites have been met. If there is a time conflict and the instructor of the added course approves the student’s arriving late or leaving early, the department can override the time conflict in BOSS or note approval of the override in the memorandum. If a prerequisite is not met but is not to be enforced, the department can override the prerequisite in BOSS or note approval of the override in the memorandum. If a course has a co-requisite in which the student is not enrolled, the department will have to override the co-requisite in BOSS or note the approval of the override in the memorandum. **Records will not register a student for whom any of these actions are required but not taken.**