



ASSOCIATE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

Do not share this memo with students; it will confuse them. You may give students a copy of the flowchart that illustrates the process to them, attached at the end of this memo.

To: Deans, Associate Deans, Chairs, Faculty

From: Erin Finzer, Associate Vice Chancellor for Academic Affairs

Subject: Summer Reinstatement and Special Registration

Date: 27 May 2020

For Summer 1 and 2 terms 2020, the following procedures will be in place for reinstatement and special registration. For information on administrative moves, please see <https://ualr.edu/records/faculty-staff-resources/administrative-course-move-request/>. Students can still register via BOSS for Summer 3 and 4 terms until the registration deadlines, but please know that there will be a deletion for failure to make financial arrangements that may affect student registration for Summer 1, 2 and 3 (see Summer 2020 Academic Calendar at <https://ualr.edu/records/calendar/>). For the first time this summer, students can set up a payment plan for Summer 1, 2 and 3 terms; visit <https://ualr.edu/bursar/payments/installment/> for more information.

Instructors should attend carefully to their rosters and alert students who are participating but are not on their roster to avoid Special Registration scenarios. Attention to roster maintenance should help reduce problems that arise with Reinstatement and Special Registration, which *negatively impact student success in the course, instructor workload, the flow of the class, financial aid packages, business offices, and institutional credit in the productivity funding formula.*

After a simple description of each process below, an FAQ gives details. **Definitions of terms and important dates** for Summer 2020 are included at the end of this memo.

Reinstatement: Student-initiated online form

Process for Reinstatement: Student should log into Boss and click on the following: Student Services > Registration > Course Reinstatement Form to access an online form. The form will be pre-populated with the courses from which they were deleted. After indicating that they wish to be reinstated in their course(s) and acknowledging their financial and academic responsibilities (see below), they must immediately make financial arrangements with Financial Aid and the Bursar.

- **How Will Students Know What to Do?** Students will be notified by email if they have been deleted for not making financial arrangements to pay for their courses. They should be directed to their BOSS account -> Student Services Link -> Registration -> Reinstatement Request.
- **What Instructors Can Do:** Instructors can check their rosters for deleted students and reach out to the student, reminding them of the process. Reinstatement does not require instructor consent. Also, we do not have an instructor notification of reinstatement built into this workflow yet (NOTE: we are still attempting to automate notifications to instructors and that request is pending with IT Services.)
- **What are students' financial and academic responsibilities for Reinstatement?** Students must acknowledge that they will make financial arrangements. They also must acknowledge that they may have missed assignments due to being deleted for failure to meet published deadlines and that *being reinstated into a course is no guarantee that they will be allowed to make up missed assignments*; students should talk to their instructors as soon as possible to address any missing work due to non-payment deletion.
- **Why is the form pre-populated with courses?** This feature is meant to keep students from trying to use Reinstatement as an opportunity to change their schedule. For the reinstate process, students only have the option to re-enroll in courses for which they were already registered.
- **Can all students access the Course Reinstatement Form?** No, only affected students will have this option within their Boss accounts, which will be available **Friday, May 29 - Monday, June 1 at NOON.**
- **How does this process work after the student completes the form?** The form is pushed electronically from Records to Financial Aid to the Bursar and back to Records, and the student is notified by email at each stage. When the Reinstatement request is completed, the student is notified. If the student is rejected at any point, they will get a rejection notification that tells them they are being rejected and why, as well as how to **resubmit before the deadline.**
- **What if the student tells the instructor/chair that s/he has made financial arrangements but are not showing on the roster?** In the case of any questions, the Chair should send an email to provost-specialregistration@ualr.edu.

Special Registration: Instructor-Initiated memo, followed by Associate Dean's vetting and submitting online form

Special Registrations should be extremely rare, well-justified, and completed before Census Day (June 1). Late registration negatively impacts student success in the course, disrupts the class, adds to instructor workload, can affect student's financial aid package, and strains business offices.

Also, for registrations after Census Day, we receive no credit in the state's productivity funding formula.

Process for Special Registration: Students seeking to add a class for the first time **after late registration closes** should ask the instructor of the course they wish to add to send an email with the instructor's signature to department chair, who then approves by email and forwards to the Associate Dean. Instructors should include the following information in the memo:

- Student's Name, T-Number, email
- Course Information (Title; Subject Code; Course Number; Course Section; CRN)
- Instructor's name and email
- Justification for the Special Registration

- **After the Associate Dean Receives the Memo:** After carefully vetting the request, the AD then submits an online form, available at ualr.edu/records/faculty-staff-resources/. See *Enrollment Updates* section, and select the *Special Registration Request* button to access this online form with the student and course information and justification for late addition. The AD also must agree to the student being registered despite any registration restrictions (e.g., full class, schedule conflict, missing pre-requisite or co-requisite or level restriction)—*in other words, the AD must vet the request*. The form electronically pushes to a Special Registration Team (representatives from the Provost's Office, Bursar, Records, and Financial Aid) for consideration. The Special Registration Team will notify the student, instructor, chair and AD of its decision.
- **Final Special Registration Deadline for Requests to be Submitted is June 1 by NOON. NO EXCEPTIONS ALLOWED to this EXCEPTION TO THE REGISTRATION PROCESS!**

Definitions

Administrative Move: process for when a student needs to move from one course or section to another. It should not be confused with a Course Withdrawal. The form for this process is located at <https://ualr.edu/records/faculty-staff-resources/administrative-course-move-request/>

Census Day: For Summer terms, the fifth day of classes on which an official snapshot of enrollment is taken for reporting to the Arkansas Department of Higher Ed (for use in the productivity funding formula, determining program viability, etc.) and the federal government

Deletion for Non-Payment: standard practice of deleting all non-payers from course rosters to clean up data integrity for Census Day reporting and to ensure payment. **For Summer 2020, this deletion will occur after close of business Thursday, May 28.**

Reinstatement: the process of re-enrolling students to classes for which they were deleted for non-payment. For Summer 2020, all students who have not made financial arrangements for Summer terms 1 – 3, by **close of business May 28** will be deleted from their class rosters that evening.

Special Registration: the *late* registration of students who were not previously registered in a course prior to the close of Late Registration. ***Special Registrations should be extremely rare, well-justified, and completed before Census Day (June 1). Late registration negatively impacts student success in the course, disrupts the class, adds to instructor workload, can affect student’s financial aid package, and strains business offices.*** Also, for late registrations after Census Day, we receive no credit in the state’s productivity funding formula.

Important Dates for Summer 2020 Reinstatement Process

- | | |
|-------------------|---|
| -Thursday, May 28 | Delete non-paying students in Summer Terms 1-3, after close of business |
| -Friday, May 29 | Reinstatement by electronic form open at 6:00 AM |
| -Monday, June 1 | Reinstatement by electronic form closes at NOON |

Important Dates for Summer 2020 Special Registration Process

- | | |
|-----------------|---|
| -Friday, May 29 | Special Registration by memo process open |
| -Monday, June 1 | Special Registration ends (at noon) and all payments are due |