TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: New Course Add Period Policy
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: Approval of New Course Add Period Policy below; effective Fall 2010:

Students will be able to add courses for 6 instructional days at the start of each quarter. Students will then be able to add courses only with approval by the instructor and the academic department offering the course for an additional 5 instructional days (late add period).

The drop period would remain the same at two weeks in length (10 instructional days).

Open University students will be eligible to register during the late add period (the subsequent 5 instructional day administrative add period).

BACKGROUND
INFORMATION: CIC was charged by the Executive Committee to review the add/drop policy and to consider reducing the time period of add/drop in order to limit course shopping and to open up more seats for students.

CIC polled department chairs to gain insight on how a change in this policy would affect their students and programs. Most chairs were in favor of reducing the “free” add period, since at two weeks in length, students can miss two weeks (20%) of a course. However, many were concerned about allowing students enough time to make an informed decision about dropping a course. This is particularly important with the new limits placed on the number of Ws (Withdrawals) a student can take. Chairs were all concerned with being able to achieve full courses to serve the maximum number of students. We think that we have taken these concerns into account in this policy.

Though the whole add period remains as two weeks and one day, the number of students entering a course two weeks in should be reduced due to the need for instructor and academic department approval.

At its meeting on November 2, 2009, CIC unanimously recommends the adoption of the change in Course Add Policy noted above. Under this policy, each course, including courses that meet once a week, will meet at least once, allowing students to be informed about the nature of the course prior to end of the “free” add period.

The drop period remains the same, allowing students two weeks to escape a course that they may not be ready for.

The extra day of late add beyond the drop period should allow seats left available by students dropping, to be filled via instructor and academic department approval.
Appendix to 2009-10 CIC 7revised, to provide additional clarification to the process

The following Administrative Practices, provided by PEMSA, are appended for informational purposes only. These practices are not part of the document and are not in the purview of the Senate but add clarity to the process.

Changes in the Add Period and Late Add Period will impact several administrative practices:

- The automatic enrollment of eligible students into course sections from waitlists will occur only during the first 6 instructional days (Add Period). Students will enroll using MyCSUEB.
- At the end of the Add Period, PEMSA will update all active course sections to include an enrollment consent flag, noting “Instructor Consent Required”.
- During the Late Add Period students will be encouraged to enroll using MyCSUEB if they have a department-issued enrollment permission number. Academic department administrative coordinators will have the ability to add students into classes but this practice is discouraged by PEMSA.
- Academic departments and instructors may issue enrollment permission numbers to students during the Late Add Period according to department-approved procedures. Permission numbers will not override other enrollment controls. Students enrolling by permission must still meet all enforced prerequisites.
- Class capacities will be honored. Academic departments must continue to monitor class capacities and assigned room capacities. Class caps may never exceed the official capacity of the class meeting location.
- The automated-adds from the waitlist ends at day 6.
- If the class section is full, students seeking to add late with permission will be added to the waitlist if one is available for the section. Departments have the option to limit the number of students who may waitlist.
- When issuing permission numbers instructors and academic departments are encouraged to honor the class waitlist and accept students based upon the number order of the waitlist. This practice will achieve access based upon the university policy on registration order.
- Enrollments in class sections by non-matriculated students (Open University) must occur during the Late Add Period, but not ahead of matriculated students, and will require permission of the instructor and academic department.