Process Name:   Dropping Students from Cancelled Classes
Date:    October 25, 2005
Time:    10:20 a.m.
Location:   BAB 202
Participants:
Session Lead:

Narrative/Description:  Once a department makes the decision to cancel a class, the Registrar’s Office is notified and a representative of the faculty meets the first and/or second class meeting to notify any students who enrolled in the class. When the Registrar is notified, the class record in SIS is updated to an enrollment of zero, and flagged as “cancelled.”

Students who have been notified may come by the office and process a Schedule Change From to either drop the class and receive a refund, or enroll in a different course.

The Registrar’s staff will run a list of cancelled classes to see if all students have made the necessary changes. On the ninth/third class day of the appropriate term, the staff will remove any remaining students from the cancelled class. Those who remained are placed on a notification sent to the Cashiers Office. This notification lets the cashier know that the class was cancelled and the student may be due a refund of tuition and fees.

Before official reports are run, the Registrar’s staff verifies that all students have been removed from the cancelled classes and delete the courses from SIS.

Electronic Inputs:   None
Manual/Paper Inputs: Schedule Change Form, Departmental memo.
Key Decision Points (list all): Within Department decision to cancel class.
Related Policy(s): TSUS Board Policy. Minimum 10 student undergraduate class, minimum 5 in graduate class.

Interface to Other Systems:   None
Web Features: Cancellations posted to web site manually.
Electronic Outputs:   None
Manual/Paper Outputs:   None
Customer(s):   Faculty, students, staff.
Regulatory Items:   None
Frequency/Volume: Every registration period.

Potential Break Points: Students not getting dropped out of class in timely manner. No one from department meeting with first class meeting.

Automation: Minimal

Issues: None

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.