MEMORANDUM

DATE: August 18, 2009

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council
                      Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: **WebReg Access for Adding Classes**

Extending WebReg access for adding classes by one day in the Fall and Spring Semesters is one of several changes recommended by Undergraduate Council (UGC) to improve access to classes.   The UGC proposal was approved for graduate students by the Graduate Council and was passed by Faculty Senate, May 4, 2009.   The change is effective in Fall 2009 for all students.

Extension of WebReg for Adding Classes:

Students may add classes to their schedule using WebReg for the first week of the Fall and Spring semesters, plus one class day: Fall—Monday through Monday, 7 AM – 8 PM; and Spring—Wednesday through Thursday, 7 AM – 8 PM (the additional day is in recognition of the MLK Jr Holiday closure).

Justification for Extending WebReg Access:

- **Note:**   This change will be most effective in tandem with the Late Drop Fee for Courses.
- In the first week of the semester, students add more classes than they drop—after the first day and before WebReg closed for adds in Fall 2007, approximately 11,100 classes were dropped and 11,500 classes were added.   After week 1, the number of drops far exceeded the number of adds.
- With the late drop fee as incentive for students to release unwanted classes earlier, more seats should become available for students to add.   But based on historical data, it is anticipated that most of the additional drops will occur on days 5 and 6 of the first calendar week.   WebReg must remain open beyond the week of "free drops" to increase access to those newly released seats.
- While students may add classes using the Change of Schedule form after WebReg closes, this process is more time-consuming—it involves locating the instructor, explaining the need for the course, and submitting the signed form to Registration & Transcripts.
- Many students haven't finalized their schedules by the end of the first week of the semester. Extending WebReg access for one additional class day will encourage students to add classes that they may not add otherwise.

Implementation:

- The last day to use WebReg for adding classes, changing classes or sections is posted in the Dates & Deadlines of the Schedule of Classes where all deadlines are published (http://www.em.arizona.edu/datesdeadlines/datesdeadlines.aspx?t=094).
- This change only applies to the Fall and Spring semesters, not to Summer and Winter Sessions or to courses with non-standard start and end dates.

- The 1-day extension of WebReg will not affect faculty/departments that keep wait lists for high-demand courses and that only add students who have attended class regularly from day 1.
- Students are being notified of the WebReg extension with an announcement on Student Link. Advisors will encourage students to continue adding courses via WebReg as long as it remains open and the students' schedules are not complete.
- The Office of Institutional Research & Planning Support (OIRPS) will compile data on course drops and adds during the first Fall and Spring semesters that WebReg access is extended. OIRPS will provide a report to Undergraduate Council (UGC) comparing the volume and timing of course drops and adds for the year prior to the new policy (AY 2008-09) and for the year when the access is extended (AY 2009-10).   Undergraduate Council will review and analyze the data on course drops and adds. If the additional day of WebReg access for adds is not deemed effective in increasing class/seat accessibility, UGC will reevaluate the policy.

Questions about the extension of WebReg may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at cpardee@u.arizona.edu