Auto Enrollment Resolution
Points of Discussion

Draft Auto Enrollment Resolution (resolution only; the full document is at the bottom of this document):

Be it resolved, as early as spring 2023, during the first week of the semester for 16 week courses, we urge immediate implementation of an auto-enrollment (traditional add/drop) period on a first come, first serve basis until the class is full without the need for instructor approval and during which permission numbers (add codes) will not be distributed. Permission numbers will resume distribution per instructors' discretion during the 2nd week of the semester, by the add/drop deadline.

Recommendations to the Resolution:
- Consider adding, for any faculty who request it, the ability to add specific students manually during auto enrollment/the first week of enrollment.
- Allow/encourage the CTE Dean to close registration (by changing enrollment caps at current student enrollment) for classes like EMT and Aviation that are currently closed to crashers during the first two weeks of the semester.

Broad Recommendations:
- Streamline registration process
- Make sure email addresses are easy to access for students
- Encourage the District or each college to provide a "best practices" document to streamline the process and help faculty manage late enrollments. This would help minimize faculty workload and maximize student success in each course. This might include: an established plan to support late adders–a welcome email/video, links to materials they will need for the first week, and a deadline for work with consequences if desired—i.e. "students will be dropped if they do not complete all work by the X date").

Questions/Concerns *(with answers in italics)*
1. Is this basically extending enrollment for another week, so students can add themselves until enrollment ends?
   a. *Yes.*
   b. *As our system works now, no students will be added over the enrollment cap unless the instructor of record issues them an add code.*
2. What about faculty who regularly enroll over cap—will they have access to add codes this first week?
   a. *The system could probably be programmed this way—restricted courses are able to receive permission codes before enrollment closes. If students don't use these codes immediately, a course might go over cap for each of these students who delay.*
3. Would it be possible to expand wait list size, especially for courses that only have one section being offered? This could help with wait lists/enrollments that

eat through the wait list and could aid in enrollment management for the future. (Perhaps the scheduler can provide an automatic notification for students above 10 on the list–i.e. "You are not likely to be able to add this course…")

    a. *It's possible. Faculty should discuss this with their Deans. (Note: this could have unexpected consequences: when we start tweaking enrollments, it can have negative impacts on enrollment planning.)*

4. Will faculty be notified when waitlisted students have been added?

    a. *Currently faculty are only notified via the roster/enrollment interface— they would have to view their roster in the portal for updates.*

5. What about students that find another class elsewhere (at another institution) but remain on the wait list and don't know they're added?

    a. *Students receive an email notice that they've been added.*

6. Can we put on a pseudo-cap for classes that have 25 seats filled out of a 35 cap? For example, students would have to enroll in the same course at the same time with 10 students rather than adding or wait-listing the more popular section?

    a. *It's possible. Faculty should discuss this with their Deans.*

7. Will the system let students over-enroll? And will have the ability to manually add students?

    a. *See the answers to #1 and #2 above.*

    b. *See above recommendation as well (this is being added as a recommended change to the resolution).*

8. Registering late for a class could lend itself well to some classes better than others. Could be problematic having this be universal as there could be issues with co-requisite classes (lecture/labs).

    a. *Local students can get on the waitlist for just one or the other— whichever course they need*

    b. *Students from other colleges, or local students who just want one of the two corequisites, could do this but only after they get manually approved by Admissions & Records.*

9. Perhaps professors could configure auto-enrollment to fit their needs. Or waitlist sizes could be adjusted.

    a. *It's possible but could cause too many other problems.*

10. Some asked if we could just put professors' emails more directly in front of students instead of implementing this change.

    a. *This is one of the recommendations added above.*

11. There might be issues with students that crash the in-person classes believing there is a spot open that is not because someone auto-enrolled.

    a. *This problem already exists with students who have received add codes but haven't used them*

Comments in favor of the resolution (these focused largely on eliminating barriers for our students)

- The current class enrollment process is difficult for students to navigate—contacting faculty requires far too many clicks.
- The confusion has impacted counseling service lines, emails, phone lines, etc.
- The proposed change creates a level playing field for new and first-generation college students who may not know how to play the game of getting add codes and crashing courses.
- Being able to enroll in a class the first week also allows students to get other services set up earlier to help with their success the rest of the semester.
- Auto-enrollment would aid students who would choose not to "crash" a course because spending gas money (or any other barrier caused by our new normal) might keep them from even trying to add the course in person.
- Faculty are often overwhelmed with various duties during the first week of classes especially, and managing these concerns (add codes, emails, wait list order, materials for new students) is extremely taxing. In this environment, mistakes happen (emails might get missed).

The faculty at City are considering a similar resolution (recall that Mesa already passed one—it's available on our A.S. Meeting webpage from 11/1):
"The overall sentiment is that it would be helpful for students but there needs to be more talk about. implementation and logistics."

Thoughts from Dana Stack and Reggie Boyd:
- Drop for non-payment may be returning and this would release a lot of seats, so this could help fill those openings
- BIOL 107 combined their lecture/lab courses—is this something the Chemistry classes might consider doing? (The A&R office has many challenges with corequisites.)
- Miramar needs a better directory—A&R gets many requests for faculty email addresses.
- While there are both pros and cons to this, the biggest concern is that waitlists could get bottlenecked (with holds for non-payment, etc.). Also getting this work in before Spring seems challenging.

Draft Resolution on Auto Enrollment – San Diego Miramar College

Whereas the process for obtaining permission numbers from instructors during the 1st week of the semester is challenging, cumbersome, stressful and confusing for students.

Whereas searching for an instructor's email is not readily accessible to students, therefore prevents them from being able to potentially enroll in a course in a timely manner, and potentially jeopardizing their educational plan track.

Whereas the majority of courses offered are currently online, and students do not have the option of physically "crashing" a course to request a permission number or go to instructors' office hours.

Whereas the current system of emailing professors is antiquated, inefficient, and takes away from instruction and student services during the first two weeks of the semester.

Whereas current practices for adding courses after the start of the semester are consequently inequitable and create barriers to both access and enrollment.

Whereas our colleges desire and need an increase in enrollment.

Be it resolved, as early as spring 2023, during the first week of the semester for 16 week courses, we urge immediate implementation of an auto-enrollment (traditional add/drop) period on a first come, first serve basis until the class is full without the need for instructor approval and during which permission numbers (add codes) will not be distributed. Permission numbers will resume distribution per instructors' discretion during the 2nd week of the semester, by the add/drop deadline.