



STUDENT CONNECTIONS STEERING COMMITTEE Planning Document

Process: Student Booking (Class Registration)

Description of Process Plan:

Booking within SLCM is the process of creating individual class schedules for students. Since the selection of classes is done by selecting a section of a specific course, then the Event Planning process must be completed prior to the Booking process starting. There are primarily three booking models supported within SLCM. These models are:

- Administrator booking – this process occurs when some type of administrator (advisor, Registrar, Academic Dean, etc) utilizes the SAP GUI to assign class sections to students.
- Student Self Selection – this process occurs when the student signs on to the web portal and based on various rules (i.e. no holds, registration is available, etc), creates his/her own class schedule by self selecting individual sections.
- Block Registration (also known as ‘cohort’ or ‘mass’ registration) – this process occurs by taking one or more students and assigning these students to one or more class sections. We will use a variation of this process to support class registration for ‘lock step’ programs.
 - One version of ‘block registration’ is administrator block registration. This process is performed by an administrator selecting a ‘cohort’ of students and registering these students for a ‘cohort’ of classes.
 - A 2nd version of ‘block registration’ is student initiated block registration. This process is performed by the student via the web. The student will log on to web and identify that they are attending the selected semester(s). The system will then register the student for the ‘cohort’ of classes for this student, determined by program and student class year.

Based on the above descriptions, the following processes will be followed:

- Medicine
 - M1, M2, M3 – Student Block Registration
 - M4
 - Initial booking performed by administrator based on results of priority selection process performed by the Registrar’s office
 - Then the student can self ‘drop/add’ selections after initial administrator booking with rules enforced
- Dentistry



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- Administrator Block Registration
- Nursing
 - Administrator booking
- Graduate Studies
 - Student Self Selection
- Health Related Professions
 - Dental Hygiene – Student Block Registration
 - Clinical Laboratory Science – Student Block Registration
 - Cytotechnology – Student Block Registration
 - Occupational Therapy – Student Block Registration
 - Radiologic Sciences – Student Block Registration
 - Health Informatics and Information Management
 - HIIM1 – Student Block Registration
 - HIIM2 – Student Block Registration
 - Non Traditional – Administrator
 - Progression – Administrator
 - Health Sciences – Administrator
 - Physical Therapy
 - DPT1, DPT2, DPT3 – Student Block Registration
 - Transitional – Self Selection
 - Residency – Student Block Registration

Additional process facts.

- Wait listing will not be used.
- Conditional booking will not be used.



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- Students will be required to accept a 'registration agreement'. This agreement states that the student is responsible for all fees and grades associated with this registration.
 - See below under Issues, Concerns, and Unresolved Aspects – students who are booked administratively – how to capture the Registration Agreement for them.
- Booking process dates
 - The booking process is driven and controlled by dates within the system academic calendar. Below is a sample chart of the important booking process dates for a given academic year.

	Summer	Fall	Spring
Booking	3/15/2009	3/15/2009	10/15/2009
Last Day to Add	6/12/2009	8/31/2009	1/15/2009
Last Day to drop without receiving W grade - does not apply to Med and Dent	6/12/2009	9/4/2009	1/22/2010
Last Day to drop a course and receive a W grade - does not apply to Med and Dent	7/2/2009	10/23/2009	3/22/2010

Underlying Opportunities:

- After cycling through the initial roll-out, UMMC may choose to allow more students to self-select classes.

Pros Supporting the Recommendation:

- Allows roll-out of student self selection registration to a majority of the student population, either via self selection or student initiated block booking.
- Allows administrative control in selected student populations.

Cons Against the Recommendation:

- UMMC may miss an opportunity to realize more automation by delaying the implementation of booking rules. Consultants are available to help with this now; whereas these resources may not be available in the future.

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

- Since UMMC is depending on University of Mississippi resources for the initial roll-out, if UMMC decides to adjust the booking process after this initial roll-out, UM Oxford resources may not be available to make the necessary adjustments in a timely fashion.



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- For programs that follow some type of ‘administrator’ booking, how to force the student to accept the ‘registration agreement’ for the schedule the administrator gave them.
 - A follow-up meeting occurred on this subject and it was agreed that for students who are in programs that follow ‘administrator’ booking, when the administrator performs the booking process, a hold will be placed on the student record and an email will be sent to the student with instructions to go to the Student Portal and accept the registration agreement. The hold that is placed on the student record will stop fee calculation and financial aid disbursement. When the student accepts the registration agreement, the hold will be released.

Date Submitted: April 7, 2009

For further information about this recommendation, contact:

David Fowler: dfowler@acadaff.umsmed.edu

Rick Thurlow: rthurlow@lsiconsulting.com

Kathy Bontrager: kbontrager@lsiconsulting.com

Heidi Hutchings: hhutchings@lsiconsulting.com