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ABSTRACT

A questionnaire concerning registration practices and policies was mailed to the registrars of 108 colleges and universities. Ninety-six institutions responded, including 70 with an enrollment of 10,000 or more students. 82% of the schools indicated that in-person registration could be completed in one location. 91% have a deadline beyond which a student cannot register and 89 schools have a penalty for late registration. 72 schools give upper division students some type of scheduling priority over the lower division students and 91% indicated that students must see a faculty advisor prior to completion of registration. More than half of the institutions prepare fee statements by using data processing equipment. 25 schools use computers to develop a master course schedule, 36 use computers to schedule students into classes, and 22 use computers to handle student financial aid. Several schools indicated they planned to increase computer usage and make greater use of remote terminals. A sample questionnaire with the composite results and a list of the responding schools are attached. (AF)

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UNIVERSITY OF CINCINNATI  
DEPARTMENT OF INSTITUTIONAL STUDIES

REPORT ON REGISTRATION PROCEDURES  
AT NINETY-SIX COLLEGES AND UNIVERSITIES

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February, 1969

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REPORT ON REGISTRATION PROCEDURES  
AT NINETY-SIX COLLEGES AND UNIVERSITIES

A committee at the University of Cincinnati is studying the school's registration process with the aim of making some detailed recommendations for its improvement. In conjunction with the study, a questionnaire concerning registration practices and policies was mailed to the Registrars of 108 colleges and universities. Ninety-six schools responded, including 70 institutions with an enrollment of 10,000 or more students.

Attached is a sample questionnaire with the composite results received for each question. This information gives a quantitative presentation of the results of the questionnaire. Several items of information that appeared to be especially important to the University of Cincinnati are discussed below in capsule form. Information about the quarter calendar schools is isolated and described when it is significantly different from the whole population.

Eighty-two percent of the schools have students register according to a registration time schedule. Of these 78 schools, 45 use an alphabetical system for scheduling the students. The data received for the quarter calendar schools show that 91 percent of these schools have students register in accordance with a registration time schedule. Of the 64 schools that have a method of advanced registration, 55 percent require at least some students to take advantage of it. Seventy-four percent of the quarter calendar schools have some type of advanced registration process.

In answer to a question about in-person registration, 61 schools indicated this function could be completed in one location. Sixty schools use their fieldhouse or gym for all or part of the registration procedure. Ninety-one percent of the colleges and universities have a registration deadline beyond which a student cannot register. Of the 86 schools with such a deadline, 37 use the end of the first week of classes and 27 use the end of the second week of classes. Eighty-nine schools have a penalty for late registration. Of these institutions, 69 percent stated the fee was ten dollars or more.

Responses to a question about preferential scheduling show that 72 schools give upper division students some type of scheduling priority over the lower division students. A large minority of the schools, 37 to be exact, do not have fee payments made at the time of registration. As might be expected, 91 percent of the colleges and universities indicated that students must see a faculty advisor prior to completion of registration.

Because of the increasing importance of electronic data processing techniques in registration procedures, information about computer usage was solicited and the results show that more than one-half of the schools (58 of 96) prepare fee statements by using data processing equipment. In addition, computers are used by 25 schools to develop a master course schedule, by 36 schools to schedule students into classes, and 22 schools use computers to handle student financial aid.

Some colleges and universities indicated they are planning major changes in the registration process. These changes include more computer usage and greater use of remote terminals. The computer facilities would be used for assessment of fees, sectioning of students into classes, preparing a master course schedule, and assignment of classroom space. Other changes in the planning stage reported by some schools were pre-payment of fees, assignment of a permanent student identification number such as a Social Security number, changes in faculty advising procedures, and creation of a total student information system.

The following pages include the sample questionnaire and a list of the responding schools.

REGISTRATION QUESTIONNAIRE

Name of Institution: Composite Results

Enrollment: (total enrollment on the main campus)

2 0-5,000    24 5,000-10,000    38 10,000-20,000    20 20,000-30,000    12 over 30,000

Calendar:    24 Quarter    66 Semester    5 Trimester    1 Other

We define registration as the set of operations beginning when a student first selects courses for his schedule and ending when he is officially enrolled in the courses as recognized by the institution.

We define in-person-registration as the period usually scheduled immediately prior to the beginning of classes when a large number of students complete any or all parts of registration.

1. Do you have a method by which a student can complete registration prior to the in-person registration period?

64 Yes    31 No

2. If your answer to question 1 is Yes, do you require some students to take advantage of this advance registration process?

34 Yes    28 No

3. What length of time do you allocate for in-person registration in the first quarter, semester, or trimester?

8 1 day    35 2 days    22 3 days    29 more than 3 days, please specify \_\_\_\_\_

4. During in-person registration, do students register according to a registration time schedule?

78 Yes    17 No

5. If the answer to question 4 is Yes, what type of breakdown do you use? (if necessary, check more than one)

45 alphabetical  
32 class of student (fr., soph., jr., sr., or grad.)  
3 student's major or college on campus in which he is enrolled  
24 other, please specify \_\_\_\_\_

6. If you have a penalty for "late registration", please indicate what it is.  
 \_\_\_\_\_

7. Do you have a deadline beyond which a student cannot register?

86 Yes      8 No

If Yes, please indicate what the deadline is.

4 first day of classes  
37 first week of classes  
27 second week of classes  
20 other, please specify \_\_\_\_\_  
 \_\_\_\_\_

8. Do upper division students (juniors and seniors) receive any preference in scheduling over the lower division students (freshmen and sophomores)?

72 Yes      22 No

9. Is fee payment made at the time of registration?

55 Yes      37 No

10. If your answer to question 9 is No, please indicate the method used to obtain the fee payment.

17 billing prior to registration  
19 billing after registration  
12 other, please specify \_\_\_\_\_  
 \_\_\_\_\_

11. If necessary, how does a student verify his status as a registered student on the first day of classes?

22 student I.D. card  
26 tuition receipt  
37 computer schedule or print-out  
31 class permit or class control card  
19 other, please specify \_\_\_\_\_  
 \_\_\_\_\_

12. During in-person registration, is it possible for a student to complete all of registration in one location?

61 Yes      33 No

13. Where is the in-person registration conducted? (if necessary, check more than one)

19 registrar's office  
60 fieldhouse or gym  
7 auditorium  
15 student center or union  
17 other, please specify \_\_\_\_\_  
 \_\_\_\_\_

14. Of the items listed below, please check those which are computerized.

25 developing a master course schedule  
36 scheduling students into classes  
58 preparing fee statements  
22 handling student financial aid

15. Are faculty members actively involved in registration?

77 Yes      16 No

16. Are students required to see a faculty advisor prior to completion of registration?

84 Yes      9 No

17. If you are planning any major changes in your registration process in the near future, please list briefly what they are.

\_\_\_\_ Please check if you desire a copy of the committee's report.

Thank you for your cooperation in completing this questionnaire.

University of Cincinnati  
 Department of Institutional Studies  
 December 4, 1968

PARTICIPATING UNIVERSITIES

Akron, University  
 Alabama, University of  
 Arizona State University  
 Arizona, University of  
 Arkansas, University of  
 Baylor University  
 Boston University  
 Bowling Green State University  
 Brigham Young University  
 California State, Long Beach  
 California State, Los Angeles  
 Case Western Reserve  
 Cincinnati, University of  
 Colorado, University of  
 Columbia University  
 Connecticut, University of  
 Cornell University  
 Dayton, University of  
 Delaware, University of  
 Duke University  
 Eastern Michigan University  
 Florida State University  
 Florida University, Gainesville  
 Fordham University  
 George Washington University  
 Georgia, University of  
 Hawaii, University of  
 Hofstra University  
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 Michigan, University of  
 Minnesota, University of  
 Mississippi State University  
 Mississippi, University of  
 Missouri, University of  
 Montana State University  
 Montana, University of  
 Nebraska, University of  
 Nevada, University of  
 New Hampshire, University of  
 New Mexico, University of  
 New York University  
 North Carolina, University of  
 North Dakota, University of  
 Northeastern University  
 Northwestern University  
 Ohio University  
 Ohio State University  
 Oklahoma State University  
 Oklahoma, University of  
 Oregon State University  
 Pennsylvania State University  
 Pennsylvania, University of  
 Pittsburgh, University of  
 Purdue University  
 Rhode Island, University of  
 Rochester, University of  
 Rutgers State University  
 Saint Johns University  
 Saint Louis University  
 San Diego State College  
 San Jose State College  
 Seton Hall University  
 South Dakota, University of  
 Southern Illinois University  
 Southern Methodist  
 State University of New York  
 Syracuse University  
 Temple University  
 Tennessee, University of  
 Texas A & M University  
 Texas, University of  
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 Vanderbilt University  
 Vermont, University of  
 Virginia, University of  
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 William and Mary, College of  
 Wisconsin, University of, Milwaukee  
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 Youngstown State University