Michele Traver distributed a copy of FORM-2, Dated November 14, 1997, Subject: College intake procedures which impact new and continuing students. This Procedure Statement provided the framework explaining why many students are unable to register via WebAdvisor.

Based on the current Registration Policy, it was estimated that 40%-60% of students must use face-to-face registration for both Fall and Winter registrations. This information reinforces the plan to run WLAV Sunday-Thursday only.

The sub-team provided an update on their work (report attached).

Questions/Further Sub-team Testing/Updates:

- Test the 1 day timeframe for registration after running WLAV.
  - If WLAV is run at 12:01a, does the “window” close at 12:01 the following morning (in essence, giving the student less than 24 hours to register in person).
- Check the Student Enrollment Paragraph (REGACK). Is this paragraph meant for use with AutoEnroll Process?
- Look at Wait List Permissions: If there is a programming change that eliminates the permission to overload, would that also effect permissions to put students on Wait List?
- Waitlist Seat Available Email Set-Up: Add verbiage “You can register in person or via WebAdvisor at…”
- IWLF – Must be updated in live also (Paul had to download software from Datatel).

Additional Issues, Questions and Suggestions:

1. Student receives email that a seat is available, but needs instructor permission to register and the instructor is absent. Possible solutions: Register with a perc hold; Extend time to register for that particular wait list seat; Educate students (FAQ’s?) that they should get all paperwork/signatures, etc. before their number “is up” on the wait list; Change ranking so student stays at top of list (is this possible?)

2. Parking Lot Issue: Suggested Policy Recommendation that Wait Listing be used across campus in a consistent manner (#days, #sections, etc.)

3. How long will Mott use Wait Listing? (Until classes begin? End of Add/Drop for 15 week sessions?) FYI: Delta turns off Wait List on the first day of classes.

Notes prepared by,

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