

Understanding the Impacts of Exception Registration

Late changes to student registration have far reaching impacts for the university, decanal units, and departments, as well as for students themselves. Please consider these impacts before submitting an Exception Registration Form.

- Impact on the university:
 - The University sends enrollment data to SUNY based on enrollment at the conclusion of the third week of a given semester. The accuracy of these reports is critical for **UB's budget**, as state funding is determined by enrollment counts included in these reports.
 - The University also uses this data for IPEDS and national survey responses. Incomplete enrollment due to late registration negatively impacts peer comparisons and standings in **national rankings**.
- Impact to decanal units:
 - With UB's budget based on enrollment early in the semester, **decanal budgets** are also based on these numbers. In order to ensure that decanal area budgets are appropriately funded at the level that reflects true enrollment and related effort, it is critical that course registration be finalized in a timely fashion. Inaccurate enrollment numbers negatively impact the level at which decanal areas are funded, ultimately resulting in impacts to departmental funding, as well.
 - **Decanal enrollment goals** are assessed early in the semester based on enrollment data available at the end of the drop/add period. Late registration compromises the integrity of our assessment and the establishment of future enrollment goals.
- Impact on students:
 - **Student success and satisfaction** depend on a number of factors, not the least of which is the ability to have an accurate schedule in time to prepare for classes and participate from the first day of the term. Our ability to clearly communicate scheduling and registration information with students and to adhere to published deadlines is a demonstration of our dedication to creating a positive student experience for all UB students.
 - **International students** are particularly impacted by inaccurate registration at the drop/add deadline. At the deadline, the Office of International Student and Scholar Services immediately begins reporting student enrollment status to SEVIS (the Department of Homeland Security's monitoring and tracking system for F-1 and J-1 students). If a student is not enrolled full-time, the Office of International Student and Scholar Services will contact him/her by e-mail, phone and even class visit to ensure that the student enrolls full-time. If the student remains under-enrolled, ISSS is forced to terminate the student's SEVIS record. SEVIS will then generate a tip for Immigration and Customs Enforcement agents to follow up on, **which can lead to the student's arrest, detention and deportation**.
 - Late drops and adds impact **student billing and financial aid**.
 - Adds after the end of the student drop/add period that result in additional tuition and fees (for example, from part-time to full-time) cannot be considered for financial aid unless there was a university error. If you add a student to a class

during the departmental drop/add period, **s/he may incur a bill that s/he won't receive assistance in paying.**

- While many of us are aware that a late add may result in additional tuition and fees, few understand that **even drops can result in the student owing the university money.** Students whose financial aid has already been disbursed based on a full-time award who then drop to part-time status may owe the university because they have received funds for which they are now ineligible.
- Inaccurate enrollment reporting to the National Student Clearinghouse may result in enrolled students receiving inaccurate **repayment notices for their student loans.**

There are a number of steps that we can take to decrease the need for late registration.

- Departments should **finalize their schedules as soon as possible.** Limited changes should be made to the class schedule once it is published and registration has begun, and changes should be made only in rare, truly exceptional circumstances after the first day of classes.
- Departments that force register students should **finalize student registration as soon as possible** each semester, no later than the departmental drop/add deadline on the second Friday of classes (for fall and spring semesters). Exception registration should only be used in truly exceptional circumstances when this is not possible.
- Departments and advisors can **remind students about important registration deadlines** and **encourage them to register early** to avoid last minute problems or closed courses. Although we already post announcements to MyUB and on websites, communications directly from departments have a higher impact than the general communications sent from central offices.
- Departments and advisors can work with students to **resolve outstanding holds** that prevent registration as quickly as possible.
- For students who have applied for graduation, remind them to **ensure that their graduation date is accurate.** Students who have applied for graduation cannot register after their expected graduation date.
- **Only submit forms for Exception Registration that meet the criteria and that you support.** Acceptable criteria are: administrative error by UB staff or faculty; registration for a course in which the student already has an incomplete grade; or changing from one class section to another. If you don't feel the student is making a legitimate request, please don't sign and submit the form. Submission of the form does not guarantee that it will be approved and processed.