

University of Notre Dame Student Union Senate Resolution SS0405-15

Recommending Revisions to the Undergraduate Online Course Registration Process

Whereas Each semester, students are assigned appointments for online course registration by the Office of the Registrar,

Whereas The date and the time of a student's registration appointment noticeably dictate the availability of courses to that student, and therefore significantly affect his or her academic curriculum,

Whereas The current system of registration appointment scheduling appears to assign consistently early appointments to some students and consistently late appointments to others,

Whereas The Academic Affairs Committee of the Student Senate proposes a revised rubric for scheduling registration appointments, attached as Exhibit 1,

Whereas The Academic Affairs Committee feels that the said proposal provides for more fairness and equity in the scheduling of registration appointments; therefore be it

Resolved, That the Student Senate approves of the said proposal.

Resolved, That the Student Senate supports the work of the Academic Affairs Committee in conjunction with the Office of the Registrar and the Office of Information Technologies in efforts to implement the said rubric.

SS0405-15 Exhibit 1: Revised Rubric for Scheduling Online Course Registration Appointments

The Academic Affairs Committee of the University of Notre Dame's Student Government proposes the following system for scheduling online course registration appointments. Each semester, the Office of the Registrar will assign to each student a course registration appointment:

1. In keeping with current policy, the appointments will be scheduled on the basis of student level (available in the *Schedule of Classes* published by the Office of the Registrar each semester), with the intent of not conflicting with a particular student's current class schedule, and with a mind towards special circumstances (e.g., for varsity student-athletes).
2. In addition, the appointments for the general student body will be scheduled with the following conditions:
 - a. If a student has not in any previous semester registered for a course at Notre Dame through the online course registration process, he/she will be assigned an appointment in keeping with clause 1.
 - b. If a student has in a previous semester registered for a course at Notre Dame through the online course registration process:
 - i. His/Her student level will be calculated as in clause 1.
 - ii. He/She will be assigned an appointment day within his/her period of registration alternate to that of his/her immediately preceding appointment. For example:
 - (1) When registering for the Spring 2004 semester, a student is assigned an appointment on the second available day of the appropriate period for his/her student level
 - (2) When registering for the Fall 2004 semester, that same student is assigned an appointment on the first available day of the appropriate period for his/her student level
3. Where special circumstances exist, as determined by the Office of the Registrar (e.g., for varsity student-athletes), appointments are scheduled in keeping with current policy.