

Enrollment Management Plan

Spring 2012

Outcomes

- A comprehensive process that matches readily available enrollment opportunities with student need for classes.
- A clearly understood process that provides guidance for the respective roles of college staff and students.
- A process that specifies the dates for completion of key activities.
- A process that promotes a high level of service and responsiveness to students, whether in person or in a distributed environment.
- A process that effectively provides extensive technology support for self-service transactions by students and college processing of related components.
- A process that results in meeting specified enrollment targets at the campus and college levels.
- A process that supports students who rely on financial aid resources to pay institutional charges, providing for their enrollment and retention.
- A process that complies with applicable regulations, ensures academic integrity, and supports teaching and learning.

Activity Schedule

16-week Session (January 9 – May 7, 2012)

November 14	Registration for all students begins.
December 16	Tuition payment deadline (for enrollment through December 15). <ul style="list-style-type: none">• To maintain enrollment, classes must be paid in full or covered by an approved/anticipated financial aid award or other special arrangement (e.g., third party contract, military tuition assistance, Deferred Tuition Payment Plan).
December 16	Students with complete and aid-eligible financial aid files that have not been awarded as of this date will have Do Not Drop indicators placed on their records to protect their enrollment. The CFAO will notify these students, via email, that their enrollment will be held till the first day of classes, at which time the student must make payment arrangements to maintain enrollment if a financial aid award sufficient to cover charges has not been offered. Financial Aid Office staff will award files in the order completed. Classes <u>will not be held</u> for students whose financial aid files are not complete.

NOVA must have a valid Student Aid Report (SAR) by the student's last date of attendance in order for the student to be eligible for aid during that academic year. Financial aid applications will continue to be processed throughout the Spring; however, late applicants must make other payment arrangements to cover their bills until financial aid is awarded and disbursed. When a financial aid award appears as "**anticipated financial aid**" on the student's NOVAConnect account, the student may then use that aid to hold course enrollments. If the award is not sufficient to pay institutional charges in full, the student is responsible for paying the balance immediately to keep classes from dropping.

Awards prior to the 16-week semester Census Date, January 26, are at full-time status (12 or more credits during Fall) and appear as "**anticipated financial aid**" on students' NOVAConnect accounts under Account Summary. Loans must be accepted by students to show in their account summary. At census date for the term, each student's award is reviewed again and adjusted based on enrollment status—full-time, three-quarter-time, half-time, less-than-half-time. If the student's FAFSA information (ISIR) comes to the college after that census date, the valid ISIR receipt date becomes the date when enrollment status is determined. Aid awards must be further reviewed and adjusted to the appropriate status for students who don't attend an enrolled class or who don't attend a class beyond the course Census Date.

If a student's aid award is not sufficient to cover the entire institutional charge, the student may be dropped from some or all credits for non-payment. In these cases the student is encouraged to consider NOVA's Deferred Tuition Payment Plan or to make payment by credit card.

If a student decides not to attend registered classes, he/she is responsible for formally withdrawing from those classes. An aid award or a Do Not Drop will hold classes for the purpose of assisting the student; the student can and must formally withdraw from any classes not attended, or charges will be the student's responsibility.

December 17

Enrollment Cancellation is run by SIS/NOVAConnect staff at 7:01 a.m.

- Enrollment Cancellation Report will be run by SIS/NOVAConnect staff and made available (via batch number and query) for retrieval by the campuses. List can be downloaded as a spreadsheet that the campuses can sort for their use.

Enroll Mgmt Plan
Spring 2012
1/9/12
Page 2

- SIS/NOVAConnect continues to run Enrollment Cancellation and to post reports per the published processing schedule—generally Tuesday through Saturday until the 16-week Census Date, and Wednesdays and Saturdays from the 16-week Census Date to the second 8-week Census Date, with minor schedule modifications to accommodate college holidays. Students who register but do not pay for classes in full by 5:00 p.m. the next business day will have classes dropped.
- December 30 - January 26 On-line book purchases through the college bookstore may be charged against financial aid.
- January 3 - 26 Financial aid students may charge books/supplies at the campus bookstores against their awards.
- January 9 Classes begin.
- **Faculty must take roll in all classes through Census Date (January 26), using the most current version of the roster as available through NOVAConnect Faculty Self Service.**
 - Faculty advise any students who come to class but are not on the roster that they must properly enroll and pay in order to continue attending the class.
 - Faculty refer students who are confused about their enrollment status to campus Student Services Centers.
 - Deans and Assistant Deans explain to adjunct faculty why it is important to take roll in all classes through the Census Date.
 - Executive Vice President sends reminder to faculty (January 7).
- January 9 - 16 Schedule Adjustments
- Students may add, drop, or swap classes.
 - All offices work with students who are seeking classes to find and enroll in open class sections.
- January 16 Dr. Martin Luther King holiday for faculty, staff, and students.
- January 17 - 23 Schedule Adjustments with Permission
- Students may drop classes.
 - Students may add classes only with divisional approval (handled by division offices).

January 26	Census Date ¹
	<ul style="list-style-type: none"> • Last day for students to drop classes and receive a tuition refund or to change to audit. • Financial aid awards are adjusted to students' actual enrollment. Students who fail to enroll full-time (12 or more semester credits) may lose eligibility and their awards may no longer fully satisfy institutional charges.
January 27 - February 2	Reporting Never-Attending Students
	<ul style="list-style-type: none"> • Faculty must report all never-attending students using NVCC Form 165-031 [Rev. 8-22-07], Withdrawal Initiated by Instructor. • Executive Vice President sends reminder to faculty (January 27).
February 8	The Executive Vice President sends reminder to faculty to re-check their roll and advise any students who are attending class but who are not on the roster to (1) stop attending class; or (2) re-register in the Division Office or Student Services Center (location varies by campus) and immediately pay outstanding charges at the Business Office. This message corresponds with the expected completion of the financial aid adjustment period and the awards disbursement cycle.
March 1	Spring graduation application deadline. For inclusion in the Commencement program, graduation applications must be submitted by this date. Applications received after this date will be processed during the Summer 2012 semester.
March 5 - 11	Spring break for nine-month faculty and students.
March 23	<p>60% Date: Last day for students to withdraw or be withdrawn without grade penalty.</p> <ul style="list-style-type: none"> • After March 23, faculty may assign "W" grades only for mitigating circumstances with approval of division dean. • After March 23, students may no longer withdraw themselves from classes. • Executive Vice President sends reminder to faculty March 19.
May 4	VEE ¹

- Final enrollment for term is run for submission to the VCCS.
- May 7 Classes and examinations end.
- May 9 Last day for faculty to enter grades.
- May 15 Last day for Student Services Centers to enter all “W” and “I” grades.

¹ Census date is used to determine enrollment on an operational basis. By establishing a clear cut-off date after which students are admitted to classes only on an exceptional basis, census date promotes academic integrity and supports teaching and learning.

Final enrollment for FTES purposes is reported through VEE/AKT at the end of the semester.

Note:

There is a distinction between regular session classes and dynamic session classes. Regular session classes are those in the 16-week session and two 8-week sessions (for Summer, the 12-week session and the two 6-week sessions). Any other class is by definition non-regular session and therefore “dynamic.”

For regular session classes, the key dates (e.g., census at the 15% point and the last day to withdraw at the 60% point) are set for the session, not the individual classes. Regardless of when the first meeting and the final meeting are for any given class, the dates are set uniformly for all classes in the session.

For dynamic session classes, on the other hand, the dates are set for the individual classes and depend on such factors as the start date and finish date. To learn the census date for “dynamic” session classes, do the following:

- Navigate to NOVA home page: www.nvcc.edu
- Click on Faculty and Staff
- Click on Schedule of Classes (Listed under Academic Services)
- Click on the specific schedule and term from menu
- Enter Subject, Campus or Center, Session (Dynamic)
- Click Search
- Click on Class ID (5 digits) for details

The Census Date for that class (Drop with Refund or change to audit) is printed on the bottom

Key Dates for First Eight-Week Session (January 9 – March 4)

- January 9 Classes begin.
- **Faculty must take roll in all classes through Census Date (January 17), using the most current version of the roster as available through NOVAConnect Faculty Self Service.**
 - Faculty advise any students who come to class but are not on the roster that they must properly enroll and pay in order to continue attending the class.
 - Faculty refer students who are confused about their enrollment status to campus Student Services Centers.
 - Division offices send reminder to faculty.
- January 9 - 11 Schedule Adjustment
- Students may add, drop, or swap classes.
 - All offices work with students who are seeking classes to find and enroll in open class sections
- January 12 - 16 Schedule Adjustment with Permission
- Students may drop classes.
 - Students may add classes only with divisional approval (handled by division offices).
- January 17 Census Date
- Last day for students to drop with tuition refund or change to audit.
- January 18 - 24 Reporting Never-Attending Students
- **Faculty must withdraw students on the roster who have never attended class.**
 - Division offices send reminder to faculty.
- February 13 **60% Date: Last day for students to withdraw or be withdrawn without grade penalty.**
- **After February 13, faculty may assign “W” grades only for mitigating circumstances with approval of division dean.**
 - **After February 13, students may no longer withdraw themselves from classes.**
 - Division offices send reminder to faculty.

- March 1 Graduation application deadline. For inclusion in the Commencement program, graduation applications must be submitted by this date. Applications received after this date will be processed during the Summer 2012 semester.
- March 4 Classes and examinations end.
- March 6 Last day for faculty to enter grades.

Key Dates for Second Eight-Week Session (March 12 – May 7)

March 12	Classes begin. <ul style="list-style-type: none">• Faculty must take roll in classes through Census Date (March 20), using the most current version of the roster as available through NOVAConnect Faculty Self Service.• Faculty advises any students who come to class but are not on the roster that they must properly enroll and pay in order to continue attending the class.• Faculty refer students who are confused about their enrollment status to campus Student Services Centers.• Division offices send reminder to faculty.
March 12 - 14	Schedule Adjustment <ul style="list-style-type: none">• Students may add, drop, or swap classes.• All offices work with students who are seeking classes to find and enroll in open class sections.
March 15 - 20	Schedule Adjustment with Permission <ul style="list-style-type: none">• Students may drop classes.• Students may add classes only with divisional approval (handled by division offices).
March 20	Census Date <ul style="list-style-type: none">• Last day for students to drop classes with tuition refund or change to audit.
March 21 - 27	Reporting of Never-Attending Students <ul style="list-style-type: none">• Faculty must withdraw all students on the roster who have never attended.• Division offices send reminder to faculty.
April 16	60% Date: Last day for students to withdraw or be withdrawn without grade penalty. <ul style="list-style-type: none">• After April 16, faculty may assign “W” grades only for mitigating circumstances with approval of division dean.• After April 16, students may no longer withdraw themselves from classes.• Division offices send reminder to faculty.
May 7	Classes and examinations end.
May 9	Last day for faculty to enter grades.