ATTENDING WITHOUT ENROLLMENT

Office of the Registrar – 2013

Despite being a common practice, there currently exists no policy that prohibits students from attending a class when not officially enrolled/registered for that class. In fact, attendance without enrollment is sometimes encouraged to those students who might be on a waitlist for a class ----- BUT ONLY through the 100% refund timeline.

A written policy on this issue is recommended for a number of reasons.

> **Commented [BJM1]:** Rationale for policy

- **Tuition-free?:** Students who attend but are not enrolled are not charged and thus do not pay any tuition and associated fees for the course. As such, a student may attend, make a personal decision about whether they wish to receive the associated grade, and walk away if the grade doesn't suit them. If the student does decide the grade is positive, they then take the steps (and the required overhead) to become retroactively enrolled.
- **Reporting**: Unregistered students are not included in any census counts (headcount or hours)
- **Safety**: Having even one additional student may result in an exceeded room capacity and thus fire hazard.
- **Security of others in the classroom**:
  - Emergency (i.e. active shooter) – would be unable to account for all in attendance; liability
  - Zachary's Law – require no registered sexual offender be in a class with someone under the age of 18 years old. Unable to monitor this if we don't know the student is in the class!
- **Faculty support & awareness**: Students sometimes challenge this when the instructor tries to enforce the practice because of the lack of written policy. Adding this as a faculty policy would increase awareness of both the instructor and student – particularly with regards to safety.

Outliers
- In the case where a student – for some reason – is not on the roster, instructors DO have the opportunity through the middle of the term to add any 'new' student to the roster (via the FLAGs roster).
- This late addition alerts the Office of the Registrar to contact the student to advise they must take the necessary steps to get enrolled.

IUPUI currently has a 'registration agreement'. Recommended policy addition in blue.
(http://registrar.iupui.edu/registration-guide/registration-agreement.html):

The Registration Agreement

You must be officially registered for a course and appear on the course roster in order to attend and participate after the 100% refund period for a class. Corresponding tuition and fees will be charged upon successful registration. It is the responsibility of the student to ensure term registration is correct and appropriate fees have been charged at the beginning of each term.

> **Commented [BJM2]:** Please note that this paragraph is what we are recommending be added to the standing registration agreement.

When you register, the University reserves specific class spaces for you and commits resources to provide the instruction you have selected. On your part, you assume the responsibility for paying those course fees or for notifying the University if you decide not to attend. The availability of courses is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. The department canceling a class will notify registered students and help them make alternate arrangements, if necessary. Registered students also will be notified if the meeting time and/or location of a course has changed since the student registered.

Your registration will not automatically be cancelled for nonpayment of fees. You must either pay your fees or notify us by the first week of classes if you do not intend to return to IUPUI for the semester. Canceling your registration by the first week of classes releases your class spaces in time to be available to other students. If you decide to cancel your registration, log on to Onestart Self Service, click on Drop/Add Classes and proceed to drop all classes.

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