

**Enrollment Management Subcommittee**

**March 10, 2021 at 3:30PM**

**Via WebEx**

**Webex Information:**

Enrollment Management

Hosted by Shilpa Regan

<https://uncp.webex.com/uncp/j.php?MTID=m0b5083004963685505d67943f90f14e9>

Wednesday, Mar 10, 2021 3:30 pm | 1 hour 30 minutes | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 180 542 2812

Password: pUq2BjpxH57

Join by video system

Dial 1805422812@uncp.webex.com

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Access code: 180 542 2812

**Committee Members:**

Polina Chemishanova

Ashanti Hendricks (SGA representative)

Joanna Hersey

Derek Oxendine (Acting Dean for University College)

Alice Kay Locklear

Shilpa Regan

Laura Staal

Crystal Walline

Lois Williams (AVC for Enrollment)

### **Agenda**

- I. Call to order
- II. Approval of Minutes from the February 10, 2021 meeting (Appendix A)
- III. Report from Chair
- IV. Reports
  - a. Lois Williams (AVC for Enrollment)
  - b. Derek Oxendine (Dean for University College)
- V. Old Business
  - a. Use the UNC System Office Self service withdrawal for Student Handbook (see Appendix B)
  - b. Language must also be adopted for Academic Catalogue (see Appendix C) (<https://catalog.uncp.edu/content.php?catoid=24&navoid=1441#undergraduate-grading-and-academic-eligibility>)
  - c. Language passed by Academic Affairs and sent to Faculty Senate (see Appendix D).
    - i. Need to ensure all other language in both catalogues are accurate.
- VI. New Business
- VII. Announcements
  - a. Next meeting is April 14, 2021
- VIII. Adjournment

### Appendix A

#### **Minutes of the Enrollment Management**

#### **Sub-Committee**

February 10, 2021

#### **Committee Members Present:**

Polina Chemishanova

Ashanti Hendricks (SGA representative)

Joanna Hersey

Beth Holder (Dean for University College)

Alice Kay Locklear

Shilpa Regan

Laura Staal

Lois Williams (AVC for Enrollment)

**Guests:** Joe West, Natricia Drake, Christina Reeves, Robin Snead

- I. The meeting was called to order at 3:32 PM via Webex.
- II. The Minutes from the January 13, 2021 meeting were approved 8-0-0
- III. Reports
  - A. Beth Holder (Dean for University College)
    - As of the most recent enrollment report (2/9/2021), the cohort 2020 retention is estimated as 88.7%. This is very similar to the census fall to spring retention for cohort 2019 which was 88.3%. Final census day is Friday, February 12, 2021.
    - We plan to start three new learning communities for fall 2021.
      - LGBTQIA+ Learning Community
      - Fine Arts for non-majors
      - BraveStart Learning Community (based on high school GPA)
    - Existing Learning Communities:
      - UNC BIZ: Business Learning Community
      - Strengthening Our Ties: American Indian Learning Community
      - Pre-Health Profession Learning Community
      - Leadership Learning Community
      - Honors Learning Community
      - First Brave: First Generation Learning Community
      - Future Braves Nursing Learning Community
      - FLEDGE: Service-Learning Community
    - We are excited to pilot approximately 10 sections of UNV 1000 as "FIGS" – Freshman Interest Groups. These sections will teach the learning outcomes already established for UNV 1000 but through the lens of a theme that interests first-year students. Each selected section will receive approximately \$300.00 for co-curricular programming. This can be used to purchase a common read, small group field trip, service-learning, etc. It should not be used for food...sorry. Selected themes will have appeal to a large group of students to

ensure the cap of 20 is reached. Themes aligned to specific majors should be avoided. Many of our students have shared they are experiencing difficulty making connections with age-peers. We are excited to bring together a group of 20 students to a section of UNV 1000 that share an interest and passion.

- NASANTI Grant: Jennifer Posener started as Director of this grant on Monday, February 1, 2021
- We are interviewing for the Transfer Transition Advocates this week. These two full-time positions will assist with providing support to our transfer and commuter students.
- Meeting with English department next week to discuss revisiting "Plus One" program

#### B. Lois Williams (AVC for Enrollment)

- Enrollment Confirmed for Spring 2021 is 60, up 100% for Spring 2021 over Spring 2020. Several deferred admission from fall to spring. The acceptance rate is 85.4% over 66.3% in Spring 2020.
- Transfer applications running ahead in a healthy way at 539 over the previous 425, ahead by about 27% of where we were last year.
- New entering Spring 2021 students total 992, compared to 769 in Spring of 2020. Showing 223 more undergraduate and graduate students, a rate of 29% growth. New undergraduates are 631 Spring 2021 compared to 532 Spring 2020, up 19%. New graduates are 361 Spring 2021 compared to 237 Spring 2020, up 52%.
- Total all continuing undergraduate and graduate students for Spring 2021 is 6873, compared to 6452 in Spring 2020, 421 more students which is 7% growth.
- Total all overall undergraduate and graduate Spring 2021 is 7865, compared to 7221 in Spring 2020, a rise of 644 more students which is 9% growth.
- Reminder we have no test scores for the 2021 admits, and the acceptance rate is higher, so the number is up but early to say how it will play out, we are always working to increase our application numbers. The amount of applications with test scores is 20%, the admits with test scores are 23% and the enrollment confirmed with test scores are 52%. The acceptance rates are higher overall due to this.
- February 12 is Census Date. Continuing reaching out to students to engage them virtually as much as possible.

#### IV. Old Business

##### A. Student Handbook Edits: Adding, Dropping, Withdrawing From Courses

- Shilpa reminded the committee of the UNC System's office workflow option discussed at the last meeting, with a reminder nothing is permanent, it can always be changed. It costs \$984 per university, and the number will decrease based on how many universities are signed on in the package to use it.
- In this new system, students use the online withdrawal process. This works within Braveweb, the student withdraws there, and the Registrar is notified. The system picks the lowest grade for subsequent grade replacements. As always, the Registrar may make any adjustments as needed.
- The system is using a 16 hour withdrawal number but our UNCP number set-up is different, so to utilize this we need to first change to 16 hours of withdrawal.
- Academic dishonesty process concerns, as students might withdraw to avoid a penalty, there is a hold process which can be put in place to keep the student from withdrawing until the process is complete and the hearing has taken place. The Registrar's office can override, and go back and edit should they need, remove a W and re-input a grade. Faculty discussed these issues and the need for good info from our sister institutions on how they are managing this process. Faculty and students agree that there are times when a chat could keep a student in a class, rather than a withdrawal taking place.

#### V. New Business

##### A. Use of the UNC System Office Self Service Withdrawal

1. The group decided to look at this in two parts, while they are tied together, there is support for adopting the 16 hours regardless of utilizing the system or not.
  - 16 hours: this is clearer for advising, and makes it possible for lab courses at more than three credits to be included. The financial fee which used to be in place is no longer, so we are not as concerned there. The group feels flexibility is key, and more hours is a plus for our students. The group discussed various examples of problems which arise where we aren't able to correctly monitor students' progress in Banner for whatever reason. The committee is in agreement for the 16 hours as a recommendation.
  - Automated system: Concerns are present about notifications for instructors and advisors, and there is interest in checking in with other schools about how they are handling honor code concerns. Lists and information can be sent to instructors and advisors just like we are currently doing. The committee is in agreement to recommend the automated system workflow.

- Wording Changes. The current wording is below from the Student Handbook (pages 98-99): [https://www.uncp.edu/sites/default/files/2020-09/200902\\_DSA\\_2021\\_StudentHandbook\\_v11.pdf](https://www.uncp.edu/sites/default/files/2020-09/200902_DSA_2021_StudentHandbook_v11.pdf)

A student may withdraw from a course after the drop/add period through the last day to withdrawal from a class (see academic calendar for dates). Students will receive a W grade. The Course Withdrawal form is available online, and in Brave Central. The Course Withdrawal form must be completed and submitted to the Registrar's Office for processing (form must have all necessary signatures before it will be processed). Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 16 semester hours of coursework.

A student who transfers to UNCP may not withdraw from more than the maximum number of hours of coursework as determined by the table below during their undergraduate career at UNCP. After a student has withdrawn from the maximum allowed number of credit hours, any subsequent withdrawal will result automatically in a grade of "F." These limits apply only to the Fall and Spring semester courses, not to Summer session courses.

Transfer Hours	Maximum Withdrawal Hours
0-59 hours	16
60+ hours	13

**Current because of Covid:**

A student may withdraw from a course after the drop/add period through the last day to withdrawal from a class (see academic calendar for dates). Students will receive a W grade. The [Course Withdrawal online form](#) is available on the registrar's website. Once completed, the student's academic advisor will have 48 hours to respond with an approval or denial. The student, instructor, and academic advisor will be notified once the form has been processed. Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 16 semester hours of coursework.

A student who transfers to UNCP may not withdraw from more than the maximum number of hours of coursework as determined by the table below during their undergraduate career at UNCP. After a student has withdrawn from the maximum allowed number of credit hours, any subsequent withdrawal will result automatically in a grade of "F." These limits apply only to the Fall and Spring semester courses, not to Summer session courses.

- The committee prepared updated wording to reflect these two changes. The motion to accept this new wording incorporating the change to 16 credit hours across the board, and the desired shift to the system self-service portal, was approved 8-0-0.

**New draft:**

**A student may withdraw from a course after the drop/add period through the last day to withdraw from a class (see academic calendar for dates). Students can withdraw from classes through the BraveWeb self-service registration portal. If accepted, the student will receive a W grade. Students will have the option of withdrawing from a maximum of 16 semester hours of coursework. These limits apply only to the Fall and Spring semester courses, not to Summer session courses. The Registrar's Office will notify the student's advisor and course instructor after the withdrawal is complete.**

VI. Announcements

A. Next meeting is March 10, 2021

VII. The meeting was adjourned at 4:41 PM.

Minutes respectfully submitted by Joanna Hersey, February 10, 2021

Appendix B

Approved  
Student Handbook Edits from EMS & AA

Student Handbook (pages 98-99): [https://www.uncp.edu/sites/default/files/2020-09/200902\\_DSA\\_2021\\_StudentHandbook\\_v11.pdf](https://www.uncp.edu/sites/default/files/2020-09/200902_DSA_2021_StudentHandbook_v11.pdf)

ADDING, DROPPING AND WITHDRAWING FROM COURSES

After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure. To add a course, a student must obtain a Course Add Form from an academic department, complete the form, have it approved by their advisor, obtain the signature of the gaining professor and present the form to the Office of the Registrar. To withdraw from a course, a student must obtain a Course Withdrawal Form from an academic department, complete the form, have it approved by the student's advisor and present the form to the Office of the Registrar.

A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W, if the student obtains the signature of their advisor and instructor. Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 15 semester hours of coursework. No student is eligible to withdraw from more than fifteen (15) hours of credit regardless of their entry date.

Transfer Hours	Maximum Withdrawal Hours
0-59 hours	16
60 or more	13
Candidate for second Bachelor's degree	13

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A student may withdraw from a course after the drop/add period through the last day to withdraw from a class (see academic calendar for dates). Students can withdraw from classes through the BraveWeb self-service registration portal. If accepted, the student will receive a W grade. Students will have the option of withdrawing from a maximum of 16 semester hours of coursework. These limits apply only to the Fall and Spring semester courses, not to Summer session courses. The Registrar's Office will notify the student's adviser and course instructor after the withdrawal is complete.

The associate vice chancellor for enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the associate vice chancellor for enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's ~~+~~ 16 hour career withdrawal limit. Approved requests receive a grade of WX. In addition, the following conditions apply:

1. A WX will be recorded on the transcript.
2. The course(s) will count as attempted hours.
3. The course(s) will not count in GPA calculation.
4. The course(s) is subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee whose decision will be final.

#### Appendix C

Academic catalogue

<https://catalog.uncp.edu/content.php?catoid=24&navoid=1441#undergraduate-grading-and-academic-eligibility>

Please note: I edited this section to reflect changes we voted on in the student handbook.

## Adding, Dropping, and Withdrawing from Courses



The adding and dropping of courses during open registration can be done online for current students through BraveWeb. New freshmen students will need to see their University College advisor to request changes to their schedule. After the drop/add period, students can add a course by completing a Late Add form. The Late Add form will need to be submitted to the Office of the Registrar for processing (form must have all necessary signatures before it will be processed).

**Commented [SMR1]:** Please review this paragraph for edits.

A student may withdraw from a course after the drop/add period through the last day to withdraw from a class (see academic calendar for dates). Students can withdraw from classes through the BraveWeb self-service registration portal. If accepted, the student will receive a W grade. Students will have the option of withdrawing from a maximum of 16 semester hours of coursework. These limits apply only to the Fall and Spring semester courses, not to Summer session courses. The Registrar's Office will notify the student's adviser and course instructor after the withdrawal is complete.

<b>Transfer Hours</b>	<b>Maximum Withdrawal Hours</b>
0-59 hours	16
60+ hours	13
Candidate for Second Bachelor's degree	13

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The Associate Vice Chancellor for Enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the Associate Vice Chancellor for Enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's 1516-hour career withdrawal limit. Approved requests receive a grade of WX. In addition, the following conditions apply:

- i. a WX will be recorded on the transcript;
- ii. the course(s) will count as attempted hours;
- iii. the course(s) will not count in GPA calculation;
- iv. the course(s) are subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the Provost or designee whose decision will be final.

## REVISED CATALOG/HANDBOOK LANGUAGE ON WITHDRAWING FROM A CLASS

Academic Catalog: <https://catalog.uncp.edu/content.php?catoid=24&navoid=1441>

Student Handbook (page 99): [https://www.uncp.edu/sites/default/files/2020-09/200902\\_DSA\\_2021\\_StudentHandbook\\_v11.pdf](https://www.uncp.edu/sites/default/files/2020-09/200902_DSA_2021_StudentHandbook_v11.pdf)

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~~A student who transfers to UNCP may not withdraw from more than the maximum number of hours of coursework as determined by the table below during their undergraduate career at UNCP. After a student has withdrawn from the maximum allowed number of credit hours, any subsequent withdrawal will result automatically in a grade of "F." These limits apply only to the Fall and Spring semester courses, not to Summer session courses.~~

<del>Transfer Hours</del>	<del>Maximum Withdrawal Hours</del>
<del>0-59 hours</del>	<del>16</del>
<del>60+ hours</del>	<del>13</del>
<del>Candidate for Second Bachelor's degree</del>	<del>13</del>

The Associate Vice Chancellor for Enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the Associate Vice Chancellor for Enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's ~~15-hour~~ 16-hour career withdrawal limit. Approved requests receive a grade of WX. [...]

