

CALIFORNIA STATE COLLEGE, BAKERSFIELD
Office of the Vice President
FACULTY INFORMATION BULLETIN
May 7, 1984

1. REGISTRATION-BY-MAIL AT CAL STATE BAKERSFIELD

Pre-registered graduate students were given the opportunity to enroll for the 1984 Spring term by using a newly devised trial registration-by-mail procedure. Only 43% of the graduate students took advantage of this more convenient process of registration, but as the process is refined by improvements, a higher percentage of students are expected to register by mail. Many of the 57% not registering by mail indicated they would have done so had they been notified of the new process early enough to budget for the fees prior to the first of the month. Several students indicated they would have registered by mail if they had selected their courses more carefully and hadn't needed to make any changes. (Students were not allowed to register by mail if they had to change the courses for which they pre-registered). Student response to registration-by-mail was favorable and enthusiastic.

At the Registration Committee meeting of April 30, 1984, the Committee approved the expansion of the registration-by-mail process effective with the Fall 1984 term, to include all students who pre-register by the established deadline. Several improvements to the 1984 Spring registration-by-mail are to be incorporated in the 1984 Fall registration-by-mail procedures. Improvements include: 1) opportunity to purchase a parking permit, 2) distribution of ID cards, 3) allowing students to drop (but not add) courses selected at pre-registration, and 4) instructions presented in a format easier to read and understand.

The Fall 1984 registration-by-mail actually begins with the academic advising period of May 14-25, 1984. To encourage students to meet with advisors and to be more thoughtful in considering their course selections, a maximum limit of 17 units of course work selected is being imposed during academic advisement (pre-registration). Students will have the opportunity to enroll in more than 17 units during the add/drop period starting on the first day of classes providing they have met the requirements for an academic overload by petitioning the school dean or possessing an acceptable grade point average.

After academic advising and class size adjustments (bumping) are completed, registration materials will be mailed to eligible students approximately June 30, 1984. Registration materials will include: 1) registration "pass" or notice listing pre-registered courses, information about "holds" or obligations, 2) billing statement, 3) parking permit application, and 4) instruction sheet. Students are to mail back their payment with proper forms. Course information of each student will then be entered on-line into the computer.

Students will have until August 17, 1984, to mail in their registration. If they miss the deadline or purposely choose not to register by mail, they will register on the first day of registration, September 10, 1984. Students who are not eligible to register by mail will register on the second day of registration, September 11, 1984. Specific registration times for these students will be printed on their registration pass. Students not eligible to register by mail will receive their registration pass in the mail approximately three weeks prior to walk-through registration.

Verification of registration will be mailed to students within ten to twelve days after receiving their registration-by-mail materials and payment. This verification will include: 1) receipt of payment, 2) ID card, 3) parking permit (if purchased), 4) list of courses with days, times and location of meetings, and 5) the date when classes begin.

2. SOCI WEEK -- JUNE 4 - 8, 1984

SOCI (Student Opinionnaire of Courses and Instruction) will be administered the week of June 4-8, 1984

Each tenured faculty member must administer SOCI's at least twice each academic year in courses with a minimum of five students each. The courses shall be chosen by the tenured faculty member in consultation with the department chair. Notification of the selected courses must be given to the Vice President's office no later than Friday, May 25, 1984, 5:00 p.m.

Each non-tenured faculty member must give SOCI's in each course throughout their appointment. The SOCI's will automatically be prepared and ready for pick-up by 8:00 a.m., Monday, June 4, 1984 and everyday thereafter.

Each instructor shall pick up the SOCI forms from the Vice President's office (SB 104) beginning 8:00 a.m., Monday, June 4th, and designate a student volunteer to administer, collect, and return the forms to the Vice President's office as soon as the class period is over.

Completed SOCI's will be processed by the Vice President's office and will be made available to the instructor the day after grades have been submitted for the quarter. Grades are due on Monday, June 18, 1984.