

Online Course Enrollment

Background

As SPEA has developed additional online offerings (including Non-Profit and Public Management Certificates), there has been an additional demand for online courses from local students, and these increases are likely to continue into the future. The Online Course Enrollment Policy is an effort to respond to the increased demand for online courses by local students and provide these students with some flexibility while still retaining the online courses for the primary audience – the distance student.

Policy (*Orig. 2004, Rev. Summer 2007*)

Online certificate students and distance students will receive priority to register for web based courses. An online student is defined as anyone admitted to a SPEA graduate online certificate program. A distance student is defined as anyone from outside of the nine surrounding counties that include Marion, Hamilton, Madison, Hendricks, Shelby, Johnson, Morgan, Hancock and Boone. The online programs are designed to meet the needs of distance students.

Because of the intensity of teaching an online course, the maximum enrollment capacity for an online course is 32.

Responsibilities

- ✓ The student is responsible for contacting the appropriate Program Manager to request an online registration.
- ✓ The Program Manager – Dean's Office is responsible for determining the eligibility of students for online courses, notifying students of eligibility, and maintaining the online permission data base.

Procedure

The following procedure is effective for the summer of 2007 and beyond.

1. The Program Managers determine a date that all requests for online courses in a given semester must be voiced. This date should be after the final application deadline. This date is published in the online schedule of classes along with additional information.

Example for a Fall Session:

THIS IS A WEB-BASED COURSE ALTHOUGH IT IS NOT SELF-PACED. ASSIGNMENTS WILL BE DUE EACH WEEK. DISTANCE AND ONLINE STUDENTS WILL BE GIVEN PREFERENTIAL REGISTRATION. ALL OTHERS WILL BE PLACED ON AN INTERNAL WAITING LIST. ALL PERMISSIONS WILL BE GIVEN ON JUNE 18. PLEASE CONTACT DENISE SCROGGINS AT DSCROGGI@IUPUI.EDU PRIOR TO JUNE 15, FOR PERMISSION TO REGISTER OR TO BE PLACED ON THE WAITLIST.

2. A student who is interested in enrolling in an online course must contact the respective person (Program Manager) stated in the schedule of classes. The Program Manager makes note of the request on a spreadsheet: G:\Student Services\Schedule Utensils\Course Permissions\Fall semesters (or appropriate semester)\Fall 2007 permissions.
3. On the posted date that permissions will be given, Program Manager reviews spreadsheets for each online course and notes students' programs and counties from SSI (Student Services database) and OneStart (for county information under address).
4. The Program Manager posts permissions in OneStart for all online students.
5. The Program Manager posts permissions for students who have received an "extenuating circumstance" allowance by the Program Director. An extenuating circumstance allowance is one that is given to a local

student when taking the course in the face-to-face delivery would create an undue hardship or other barrier for the student. An example of an extenuating circumstance is that the student is not able to take the same course when it is delivered face-to-face as a Saturday intensive course because of religious observances.

6. Program Manager posts permissions for distance students (based on the date of request) until the course maximum is met.
7. If spaces still remain, Program Manager posts permission for local students in the order of date of request.
8. Program Manager sends e-mails all students receiving permission with the following information, along with a posted deadline for enrollment.

Dear Online SPEA Student:

Greetings! My name is Denise Scroggins and I work with SPEA's schedule of classes, including our online courses and the students enrolled in these courses. For those of you who have not yet taken an online course, please allow me to take this opportunity to walk you through some information that is available to you prior to the beginning of the semester.

For book information, please see the IUPUI bookstore website at <http://www.bookstore.iupui.edu>. You can view the books that have been ordered for your course, including the ISBN number. You have the option of ordering online at that time or using the book information to purchase elsewhere. If your course's book information is not yet posted, please check again in a few days. It most likely means that the order has not yet been placed.

Approximately 1-2 weeks prior to the beginning of the semester, your student information will be included and joined with the course information through Oncourse at <http://oncourse.iu.edu>. This is the electronic forum in which the course will be taught. You will log on using your IUPUI email userid and password. The instructor will post announcements, assignments, exams, etc. and, most important for the beginning of the semester, they will post the syllabus. If you have problems with your network ID, password, or Oncourse contact the [UITS Support Center](#) at or 274-HELP (274-4357).

Please feel free to contact me if you have any questions at dscroggi@iupui.edu or by phone at (317) 274-6629 or toll free at (877) 292-9321.

Good luck to you!

9. The Program Manager sends an email notification to those students who did not meet the criteria for taking an online course.
10. After the posted enrollment deadline, spaces remaining from permissions not used will be given to the next students on the lists. The Program Manager will follow this same process for these students until all spaces are filled.
11. After the first day of class, no additional permissions will be given, even if spaces are still available.

Documents

- ✓ Schedule of Classes Online
- ✓ G:\Student Services\Schedule Utensils\Course Permissions\Fall semesters (or appropriate semester)\Fall 2007 permissions (Attachment 1)

G:\Student Services\Schedule Utensils\Course Permissions\Fall semesters (or appropriate semester)\Fall 2007 permissions

Fall 2007 Course Permissions

Cap=32

7/17/2007

O=online

V 522 26228

D=distance

HR Management in the Nonprofits

Laura Littlepage

L=local
E=extenuating
circumstances

Date

Last name	First name	of Inquiry	mode	ID	perm?	date	program	county	contact info.	email	other notes	Code
Slivinski		5-Dec	email		Yes	18-Jun	online NPMC				last class for certificate	O
Scott		17-Jan	email		Yes	18-Jun	MHA	Marion			unable to take Sat. classes because of religion	E
Hannan		20-Feb	email		Yes	18-Jun	MPA-nonprof.	Marion				L
McFarlin		28-Feb	email		Yes	18-Jun	reg-npme	Marion				L
Wheeler		15-Mar	email		Yes	18-Jun	online NPMC					O