

## LATE-ENROLLING STUDENT SURVEY, Fall 2006

### Data Analysis

Late enrollment by a large number of students for the fall 2006 semester, resulting in low enrollment figures two weeks before the start of the semester, was of concern to Cabrillo College administrators. A survey of students was proposed to determine the reasons for late enrollment, with the goal of gaining insights into ways to encourage students to apply and register earlier to allow for better enrollment planning.

A survey sample was defined as including all two or more unit courses offered, for which 40% or more of their enrollment took place in the last two weeks before the start of the semester.

The number of sections surveyed, meeting the above definition, totaled 64. Instructors in 50 of the 64 sections returned surveys for their classes. A total of 659 completed surveys were received and data analyzed by the Cabrillo College Planning and Research Office (PRO). The following data tables summarize responses from the 354 respondents (53.7% of the total) who registered for fall 2006 courses on or after August 1, 2006.

#### 1. Did you attend Cabrillo last semester?

	#	%
No	220	62.7%
Yes	131	37.3%
<b>Total</b>	<b>351</b>	<b>100%</b>

#### 2. How many units are you registered for this semester?

	#	%
12 or more units	105	30.4%
6-11 units	135	39.1%
1-5 units	105	30.4%
<b>Total</b>	<b>345</b>	<b>100%</b>

#### 3. Did any of the following help remind you that it was time to register for classes?

Ist Choice (of up to 3)	#	%
I received a Schedule of Classes. (See 3c.)	70	21.1%
A friend suggested it.	60	18.1%
I received a postcard from the college.	54	16.3%
I heard about Cabrillo classes on the radio.	30	9.1%
I saw an ad about Cabrillo on TV.	22	6.6%
I got a phone call from the college.	20	6.0%
I saw an ad about Cabrillo in the newspaper.	9	2.7%
Other (See 3d.)	66	19.9%

	Total	331	100%
<b>3a. Did any of the following help remind you that it was time to register for classes?</b>			
<b>2<sup>nd</sup> Choice (of up to 3)</b>		<b>#</b>	<b>%</b>
I received a Schedule of Classes. (See 3c.)		26	29.2%
A friend suggested it.		15	16.9%
I saw an ad about Cabrillo on TV.		14	15.7%
I received a postcard from the college.		13	14.6%
I got a phone call from the college.		7	7.9%
I saw an ad about Cabrillo in the newspaper.		4	4.5
Other (See 3d.)		10	11.2%
	<b>Total</b>	<b>89</b>	<b>100%</b>

<b>3b. Did any of the following help remind you that it was time to register for classes?</b>			
<b>3<sup>rd</sup> Choice (of up to 3)</b>		<b>#</b>	<b>%</b>
I received a Schedule of Classes. (See 3c.)		11	25.6%
I received a postcard from the college.		10	23.3%
A friend suggested it.		10	23.3%
I saw an ad about Cabrillo on TV.		1	2.3%
I got a phone call from the college.		1	2.3%
Other (See 3d.)		10	23.3%
	<b>Total</b>	<b>43</b>	<b>100%</b>

<b>3c. Please specify where you picked it up [Schedule of Classes]:</b>			
<b>Open-ended Written Comments:</b>		<b>#</b>	<b>%</b>
• Received at home by mail.		40	44.9%
• Cabrillo College campus		12	13.5%
• Library		4	4.5%
• Admissions & Records		2	2.2%
• At school.		2	2.2%
• Internet.		2	2.2%
• 100 Building		2	2.2%
• Around December, in front of Bookstore.		1	1.1%
• At the library and Cafe Santa Cruz coffee.		1	1.1%
• At work.		1	1.1%
• Cabrillo's offices in Watsonville.		1	1.1%
• Cabrillo and Aptos Village.		1	1.1%
• Cabrillo, New Leaf Market		1	1.1%
• Cabrillo/restaurant.		1	1.1%
• Cofetopia on Portola or stuffed in a weekly?		1	1.1%
• Counselors.		1	1.1%
• County Building.		1	1.1%
• From my sons.		1	1.1%
• Home, school.		1	1.1%
• I just knew.		1	1.1%
• In Good Times and in mail.		1	1.1%

● Library in Aptos.	1	1.1%
3c. Please specify where you picked it up [Schedule of Classes], continued.		
● Mail and from a friend.	1	1.1%
● My sister's house.	1	1.1%
● My teacher told me.	1	1.1%
● News stand.	1	1.1%
● One of the kids told me about it.	1	1.1%
● Orientation.	1	1.1%
● PO Box	1	1.1%
● Por la maestra Ofelia.	1	1.1%
● Santa Cruz Library downtown.	1	1.1%
● Santa Cruz Women's Health Center.	1	1.1%
<b>Total</b>	<b>89</b>	<b>100%</b>

**3d. Other reminders you received that it was time to register for classes:**

Open-ended Written Comments:	#	%
● Cabrillo website.	19	21.8%
● Friend / Parent / Relative / Neighbor.	18	20.7%
● Counselor	4	4.6%
● High school.	3	3.4%
● A flyer for CHIN I at Louden Nelson Center.	1	1.1%
● After applying, I got an email telling last day to register.	1	1.1%
● Always knew about it.	1	1.1%
● CalWorks	1	1.1%
● Came to mind.	1	1.1%
● Decided it was a good idea.	1	1.1%
● Easy to remember with the goal of graduating.	1	1.1%
● Email only.	1	1.1%
● End of summer.	1	1.1%
● Figured it was about time.	1	1.1%
● Got a letter from Cabrillo weeks after class started.	1	1.1%
● Have wanted to do this for some time.	1	1.1%
● I'm following the classes of ECE.	1	1.1%
● I already knew since I got out of high school.	1	1.1%
● I decided to do something other than be home!	1	1.1%
● I did it on my own.	1	1.1%
● I did not receive my Schedule of Classes. :-)	1	1.1%
● I didn't want to drive to Hartnell College.	1	1.1%
● I don't need reminders.	1	1.1%
● I got a Schedule of Classes.	1	1.1%
● I had problems before I registered, thought there was no time.	1	1.1%
● I just know when to register.	1	1.1%
● I knew about registration from last semester.	1	1.1%
● I knew I had to register at some point.	1	1.1%
● I knew I was going to register after high school.	1	1.1%
● I knew I was going to take more classes.	1	1.1%
● I planned on attending, I knew when to register.	1	1.1%
● I procrastinated, but I was aware.	1	1.1%
● I remembered on my own.	1	1.1%
● I signed up myself and looked into Schedules.	1	1.1%
● I wanted to take Italian 2	1	1.1%



6. If you registered in any classes between Aug. 1 - Sept. 9, 2006, please indicate your main reason for not registering earlier (check only one).

	#	%
I hadn't made the decision to enroll before that time.	103	31.9%
I procrastinated.	53	16.4%
It was not convenient for me to register any earlier. (See 6a.)	42	13.0%
I had financial concerns. (See 6c.)	26	8.0%
I wasn't aware of the registration period.	25	7.7%
I couldn't get in to the class(es) I wanted. (See 6d.)	20	6.2
The classes I wanted to take weren't offered. (See 6b.)	5	1.5%
Other (See 6e.)	49	15.2%
<b>Total</b>	<b>323</b>	<b>100%</b>

6a. Please explain why it was not convenient for you to register any earlier?

	#	%
<ul style="list-style-type: none"> <li>● <b>Work-related reasons:</b></li> <li>- Because I was working both jobs and I don't have time.</li> <li>- Because my job, I've had to adapt my school with my job.</li> <li>- Busy at work.</li> <li>- For my job/schedule.</li> <li>- Unemployed, then found job in Aug. Not sure if I could afford class, books.</li> <li>- I was working 2 jobs.</li> <li>- Just got a job.</li> <li>- No time after work.</li> <li>- With work I had to be sure I'd be able to do both.</li> <li>- Work schedule conflicts.</li> <li>- Working all the time (not sure if I was going to attend).</li> <li>- Working during Registration hours.</li> </ul>	12	31.6%
<ul style="list-style-type: none"> <li>● <b>Out of the area:</b></li> <li>- I was traveling.</li> <li>- I was in Thailand. Wasn't sure how much time I was going to miss.</li> <li>- I was out of the country.</li> <li>- I was away this summer.</li> <li>- I was in NJ taking classes at Princeton.</li> <li>- Because I left the country in an emergency.</li> </ul>	6	15.8%
<ul style="list-style-type: none"> <li>● I can't drive. / No driver's license. / I couldn't receive a ride to the college. / I'm a sophomore. If I could get my license and drive myself, I would.</li> </ul>	4	10.5%
<ul style="list-style-type: none"> <li>● I live out of town.</li> </ul>	2	5.3%
<ul style="list-style-type: none"> <li>● I Busy schedule.</li> </ul>	2	5.3%
<ul style="list-style-type: none"> <li>● I As a high school student, I needed a release to attend, not available earlier.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Because my registration paper got sent back to me.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Hard at high school.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I I couldn't get a Counseling appointment.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I I was in prison!</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I I was sick, away and didn't know how soon school started.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I In process of moving.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Just didn't have time. Other things going on. I couldn't drive which was a setback.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Lived in Texas and needed to take Assessment test.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Moved here then.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Needed to pick classes that fit work schedule.</li> </ul>	1	2.6%
<ul style="list-style-type: none"> <li>● I Wasn't sure about my plans for summer or fall.</li> </ul>	1	2.6%
<b>Total</b>	<b>39</b>	<b>100%</b>

**6b. Which classes did you want that weren't offered?**

	#	%
• Cosmetology	2	50.0%
• More ethnic style dances please! African (more options), Samba, Middle-Eastern, and more Latin! Thanks!	1	25.0%
• Para mecanico.	1	25.0%
<b>Total</b>	<b>4</b>	<b>100%</b>

**6c. Please describe your financial concerns.**

	#	%
<ul style="list-style-type: none"> <li>• <b>Financial Aid:</b></li> <li>- I need some financial help.</li> <li>- I tried to get financial aid.</li> <li>- Had no financial aid.</li> <li>- My Financial Aid is not working yet.</li> <li>- EFC too high but no money from parents was available. Have to pay rent, utilities, gas, food, education costs.</li> <li>- EFL too high. Could not get help from parents however.</li> <li>- FAFSA issues - separated ligament injury.</li> </ul>	8	29.7%
<ul style="list-style-type: none"> <li>• <b>Lack of enough money:</b></li> <li>- I didn't have enough money.</li> <li>- I didn't have money at that time.</li> <li>- I don't have any \$\$.</li> <li>- I don't have money before.</li> <li>- I don't have money, but my friend give to me.</li> <li>- I was broke all summer and didn't get my job at Staples until Aug.7.</li> <li>- No money.</li> <li>- No tenia para comprar los libros.</li> </ul>	8	29.7%
<ul style="list-style-type: none"> <li>• <b>Money owed:</b></li> <li>- I had to pay \$ before I could register.</li> <li>- I had financial problems at a different school, didn't want to happen again.</li> <li>- I had to pay balance from last semester, but didn't have enough money 'til then.</li> </ul>	3	11.1%
• I didn't know my work schedule.	2	7.4%
• Because I was changing my job same time for registering.	1	3.7%
• And I had financial concerns (as well as procrastinated.)	1	3.7%
• Because I was changing my job same time for registering.	1	3.7%
• I was traveling all summer for work.	1	3.7%
• My Math 254 I enrolled late due to being on the wait list.	1	3.7%
• Was in Brasil & I was waiting for the Dept. of Rehab.	1	3.7%
<b>Total</b>	<b>27</b>	<b>100%</b>

**6d. Which classes did you want that you could not get in to.**

	#	%
• English 1A.	3	17.6%
• They were full.	2	11.8%
• Waiting list.	1	5.9%
• A Medical class.	1	5.9%
• Beginning clothes construction was full.	1	5.9%
• DM 134, ART 184? Photography.	1	5.9%
• Early morning classes (8-9:30) are very difficult to get to if you don't have a car.	1	5.9%
• Human Services & Lab; Volleyball.	1	5.9%
• I must learn English to accomplish my goals.	1	5.9%
• I needed a course petition and I added several classes.	1	5.9%
• I registered late and could not get into most classes. Only got into 2 that I wanted.	1	5.9%
• I tried. Classes full 2 wks before 28th. Didn't know I needed 6 units hence late entry.	1	5.9%
• I was registered for an English class but missed the first day, so I was dropped.	1	5.9%
• Italian 1	1	5.9%

**6e. Please specify other reason(s) for not registering earlier.**

	#	%
<ul style="list-style-type: none"> <li>● <b>Assessment test conflicts:</b> <ul style="list-style-type: none"> <li>- Had to take Assessment test.</li> <li>- I hadn't done my assessments yet.</li> <li>- Wasn't able to take Assessment test due to travel - not until Aug. 15.</li> <li>- Was traveling, wasn't able to take Assessment test till 2 wks. before.</li> <li>- I moved to Santa Cruz area in early August, had to do assessment and counseling, then register.</li> <li>- I took the assessment later in August.</li> <li>- I couldn't manage my time where I could sign up for classes before the assessment. Further suggestions - email!</li> <li>- I was awaiting results of test.</li> </ul> </li> </ul>	<b>8</b>	<b>12.3%</b>
<ul style="list-style-type: none"> <li>● <b>Wait List.</b></li> </ul>	<b>6</b>	<b>9.2%</b>
<ul style="list-style-type: none"> <li>● <b>Online registration problems:</b> <ul style="list-style-type: none"> <li>- Problem with online registration.</li> <li>- Problem with computer reg.</li> <li>- I had problems using the computer and waited to turn them in, in person.</li> <li>- I had enrolled in the classes, didn't finish enrollment so dropped me.</li> <li>- The online registrar process was really difficult and time consuming!!</li> </ul> </li> </ul>	<b>5</b>	<b>7.7%</b>
<ul style="list-style-type: none"> <li>● <b>Heard about a class not in the Schedule:</b> <ul style="list-style-type: none"> <li>- I didn't know about this class. Not in schedule.</li> <li>- Joined as a result of seeing teacher's flier in Aptos on bulletin board. Unique class. I already have my M.A., etc.</li> <li>- Heard about CHIN 1 from the instructor. It wasn't in the Schedule.</li> </ul> </li> </ul>	<b>3</b>	<b>4.6%</b>
<ul style="list-style-type: none"> <li>● <b>I was out of the country. / I was out of state. / I was out of town.</b></li> </ul>	<b>3</b>	<b>4.6%</b>
<ul style="list-style-type: none"> <li>● <b>I've been unsure what my major will be, so I've taken a long time deciding on a schedule.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>And I procrastinated.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>Did not know about Cabrillo.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>Didn't know if my schedule would allow for classes.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I'm a dumbass.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I also wasn't sure I would be attending this school or another.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>It is difficult for high school students because we have to re-apply each semester. Simply put, it is a gigantic, unnecessary headache!</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I didn't have the release form necessary to register, so I waited till I got in the class. The Add slip.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I didn't know what classes to get and my availability wasn't very open to get registered for a full time enrollment.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I found new classes the 1st week that I wanted to check out.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I had a hold on my registration so I had to meet with a counselor first.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I had to think about what classes I wanted to take. It was a difficult decision.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I hadn't made the decision, because I was planning to move.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I honestly just kept forgetting. When my son started school, I remembered!</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I need to check my schedule with my family.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I needed to convince my teenager that we should take class together.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I registered online and got classes. When I went back to look at my classes they were all dropped.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I sabotage my success - dealing with it in therapy.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I thought I did but I must have spaced it.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I thought I was registered by I really wasn't.</b></li> </ul>	<b>1</b>	<b>1.5%</b>
<ul style="list-style-type: none"> <li>● <b>I tried to change my schedule at work and I couldn't do before.</b></li> </ul>	<b>1</b>	<b>1.5%</b>

• I was lazy and kept forgetting.	1	1.5%
6e. Please specify other reason(s) for not registering earlier, continued.		
• I was living in San Jose and it was so far to come in.	1	1.5%
• I was sick.	1	1.5%
• I was trying to match my schedule at work with my school schedule.	1	1.5%
• I was waiting on job interview outcomes, plus increased cost of classes and books made me hold off. The way you organize classes is an issue too!	1	1.5%
• I wasn't aware of this distance class - it was difficult to access the info.	1	1.5%
• I wasn't sure if I'd be attending because I was living out of country until August.	1	1.5%
• I wasn't sure if I was going to attend SJSU or Cabrillo.	1	1.5%
• I wasn't sure if this class would count toward CEU's.	1	1.5%
• I wasn't sure what classes I was going to take.	1	1.5%
• I work 50 hrs/week, and I need two more classes (which are available this semester). Couldn't decide earlier! :-)	1	1.5%
• Lived out of state and confused about which classes I need to take for transfer degree, so waited until I could talk to a counselor in person.	1	1.5%
• Not sure of which classes to take.	1	1.5%
• Other classes incongruent with current ones.	1	1.5%
• Other concerns in life. Getting daughter situated in school @ East Coast (Philadelphia).	1	1.5%
• Please have Cosmetology classes.	1	1.5%
• Was working to figure out which classes to take. By then, all were full.	1	1.5%
• When I registered online the first time I did my schedule wrong so I had to try and change it once school started.	1	1.5%
• Work.	1	1.5%
<b>Total</b>	<b>65</b>	<b>100%</b>

LATE ENROLLERS BY DEPARTMENT SURVEYED	#	%
ENGLISH (BELA)	95	26.8%
ENGLISH AS A SECOND LANGUAGE (BELA)	47	13.3%
MATH (NAS)	43	12.1%
SIGN LANGUAGE STUDIES (BELA)	27	7.6%
WELDING (NAS)	21	5.9%
EARLY CHILDHOOD EDUCATION (HASS)	19	5.4%
CHINESE (BELA)	13	3.7%
COMPUTER AND INFORMATION SYSTEMS (NAS)	11	3.1%
ITALIAN (BELA)	11	3.1%
THEATER ARTS (VAPA)	10	2.8%
MUSIC (VAPA)	9	2.5%
REAL ESTATE (BELA)	9	2.5%
DANCE (VAPA)	8	2.3%
SOCIOLOGY (HASS)	8	2.3%
OCEANOGRAPHY (NAS)	7	2.0%
CULINARY ARTS & HOSPITALITY MANAGEMENT (HASS)	5	1.4%
BUSINESS (BELA)	6	1.7%
COMPUTER APPLICATIONS/BUSINESS TECHNOLOGY (BELA)	4	1.1%
SPANISH (BELA)	1	0.3%
<b>Total</b>	<b>354</b>	<b>100%</b>

## Written Comments from Instructors Regarding Late Student Enrollment

*“Renée,*

*What stands out to me with this question is the dispute about meanings attached to “late”. Students who register a whole week before classes start are registering “early” in their perspective. Registering during the 1st two weeks when they can “check out” the classes is “on time”, and now registering in the third week...you might convince them that is late. Extending deadlines and expecting earlier registration defies the law of procrastination.*

*Jim Griffin”*

Instructor, CIS 191A-47653

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*“This class had more than 50% late registration. It was really crazy-making! Anything you can think of to change this practice would be great. Apparently, this is common for this section. I suspect that the students know that late registration is easier and more convenient for them: they don’t have to bother with pesky placement tests; they can shop around for classes, etc.”*

Elaine Boles, Instructor, ESL-203B-48091

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*“Renée (or whoever’s paid to read these),*

*I re-iterate my suggestion for a “new section request form” to help in creating sections at the times when students need them.*

*After doing this for a year, we should have enough info to schedule ahead of time better. Currently, scheduling is based on out-dated assumptions. For instance, we are only awkwardly edging toward once-a-week three-hour classes while the demand for them at certain levels of the course sequence is very high. We are morning-heavy while the students are morning dead.*

*My students did not, in general, register late except for the same reason that others who registered early joined my class late: they needed a class to fit their schedule and interests.”*

Thomas Marshall, Instructor, ENGL-100-490789

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Written Comments from Instructors Regarding Late Student Enrollment, continued.

*“To: Renee Kilmer, Vice President, Instruction*

*From: Judith Gonzales, Adjunct Instructor, BELA Division, Sign Language Studies*

*CC: James Weckler, Division Dean, BELA  
Larry Banducci, Program Chair, Foreign Languages*

*Date: September 30, 2006*

*Re: Late Registration Student Survey*

*Thank you for sending out this survey regarding late registration. This has been a continual problem with my classes at the high schools, and I am hoping we can find some ways to reduce the number of late registrations. It creates headaches for everyone, including the students, the parents, the instructors, and the staff at Cabrillo who have to process these registrations.*

*I had the students in my classes complete the surveys on September 21. I have included the surveys here, and I have separated the two high schools. I believe that the students at SLV High School had a greater problem with registration than those at Cypress High School. I believe this is because Cypress worked hard to encourage students to get registered in advance, and the principal there also pushed the class with other local high schools. The school is small, and the principal is very involved. He sees the value of having Cabrillo classes and was willing to go above and beyond to ensure that students were getting registered. The class is currently made up of Cypress students, students from other high schools, Cabrillo students and adults from the community.*

*San Lorenzo Valley High School is a much larger school, and though they have expressed to me on several occasions how much they value the Cabrillo classes, they just aren't equipped to do the follow-up necessary to get students registered. I think they do the best they can, but Cabrillo might be able to work more closely with them to streamline to process. Currently students are rarely signed up for the class (or even aware of it) until the school year starts. Since it starts about the same time as Cabrillo's fall semester, few students register early. Only about 8 students were registered for this class prior to the start of the semester, and they were mostly Cabrillo students or adults. I ended up with 30 students after late registration. I think you will find that most students didn't even know about the class until school started.*

*Another issue for high school students, especially those who live in Felton, is getting to campus to register or to turn in their add slips. Often students don't drive, parents work, and a multitude of issues arise in getting them to turn in their add slips. I spend much valuable class time just explaining the process to the students. Unfortunately, because they are high school students, what I explain in class doesn't always get communicated to parents, and I cannot contact parents myself. I have discussed this with the school counselor and suggested that a letter about the class go home to parents with details on the process (application, high school release, registration process, fees, books, and late add procedures). But I still think this would end up going out to parents the first week of school, when it really needs to go out in the spring if we want to reduce late registration.*

*--Continued on next page.--*

Written Comments from Instructors Regarding Late Student Enrollment, continued.

*I would suggest that Cabrillo develop methods to work more closely with the high schools to advertise these classes to high school students and their parents well in advance and to clarify registration procedures. It might be helpful to have an informational meeting on each of the high school campuses that house Cabrillo courses. This could be done at the end of each semester and students, parents, and high school administrators could attend. Someone could talk about the class(es) being offered at the campus, the advantages to students in taking these classes, and the procedures for registering. Forms and class schedules could be made available at that time. Parents could be informed of Cabrillo policies, including the policy that bars instructors from talking to parents about their children's progress. Parents could learn about the fees involved, general cost of books, and the fact that students participating in Cabrillo classes will be considered college students.*

*It may also be worthwhile to consider conducting a one-day registration on-site at each high school. Perhaps this would only need to be done for late-add students. Someone from Cabrillo could come to the high school and collect all the late-add slips at once so students don't have to figure out how to get to Cabrillo. Or, as instructor, I could collect them all and bring them to campus in one fell swoop. I asked about this last year, however, and it didn't seem to be an option.*

*I would be grateful for any changes and modifications that would make this process go more smoothly for all of us. As it is right now, most of the first two weeks of school is spent just getting people situated. This is not really the best use of my time, and it is also a waste of time for those students who did register in a timely fashion.*

*Thank you for taking the time to explore this issue. I would be happy to discuss my experiences with you further. Feel free to contact me at [jugonzal@cabrillo.edu](mailto:jugonzal@cabrillo.edu), or (831) 332-7496."*

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*"CG 286 – Transition to College – is targeted to meet the needs of students who are clients of Santa Cruz County Mental Health. Enrollment is closely linked to the timing of outreach activities in the community.*

*Joseph Napolitano, Director, DSPPS*

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