



# Cancel for Non-Payment and Unit Cap Policy Changes: What's New in Fall 2016

## **What is the “Cancel for Non-Payment” policy?**

Under the university's Cancel for Non-Payment policy, students may be dropped from enrollment in their classes if 20 percent or more of their tuition and fees are not paid by August 19, 2016, the Fall 2016 fee payment deadline. (\$1,350.85 for Residents and \$4,019.05 for Nonresidents)

Undergraduate students who have not paid 20 percent will be dropped on August 23. Students may re-enroll in class the next day (August 24). However, they may not be able to enroll in the same classes or at the same times as their prior schedule.

This policy might be better thought of as temporarily “Dropped” for Non-Payment since students who are dropped will have an opportunity to re-enroll in classes on August 24th. However, before they do so, the automated waitlists will be run and other students may fill seats from waitlists.

## **What is the “Unit Cap” policy? Why is the campus making this change?**

During each phase of enrollment, students are assigned a maximum number of units in which they can enroll. The campus established these limits to more fairly allocate seats, to improve availability of seats for all students and to increase utilization of those seats.

The enrollment cap is now a “hard” limit in Phase II (for undergraduate students it is 16 units and for graduate students it is 20.5 units). An undergraduate student can enroll in additional units beginning with the adjustment period, August 15.

Those unit caps are different than under Tele-BEARS. In the legacy system, the limit was set as a “soft” limit, which meant that an undergraduate student who was enrolled in under 16 units could still add an additional class with any number of units. So, while some undergraduate students enrolled in the maximum 16 units, others were able to enroll in more than 16 units.

The enrollment cap policy was originally implemented at UC Berkeley many years ago when the campus transitioned from a card based process (i.e. paper) to a computer-supported system.

More information can be found here:

<http://sis.berkeley.edu/students/continuing-undergraduate-students/enrollment>



### **Is CNP a new policy?**

Students have always had to pay a minimum amount in order to be officially registered and gain access to essential campus resources and services (e.g. Class Pass transit). However, this is the first time that they face the possibility of being dropped from their classes. Also, students now have the option of paying fees by credit card through CalCentral (with a 2.75% fee which only covers the cost of the service provider), which is an option that students and parents have told us they wanted.

### **How does the new CNP policy benefit students?**

Historically, some students enrolled in classes and neglected to drop those classes even if they were not planning or able to attend for the term. As a result, other students would need to wait until the third, fourth or fifth week of the term for a seat that might have been available much earlier. The late dropping and adding was distracting to students and created administrative challenges for students, faculty, and staff. CNP helps avoid this.

CNP also allows students with outstanding financial obligations an opportunity to resolve those before instruction starts, rather than while attending classes or waiting for spaces to open up in the classes they need, so they can instead focus more completely on their studies.

Additionally, CNP will ensure students have access to essential campus resources and other support services, from the very first day of instruction.

The new pre-instruction deadline will allow us to effectively manage enrollment, resulting in maximum access for students to available classes.

### **Does the CNP policy apply to graduate students?**

Due to the unique nature of their programs and funding sources, graduate students will not be dropped from their classes unless they fail to pay the required 20% five weeks after the first day of instruction. (\$1,350.85 for Residents and \$4,019.05 for Nonresidents. Students in professional degree programs must also pay 20% of their Professional Degree Supplemental Tuition and/or any additional program fees. The amount varies by program for professional degree programs.)

Nevertheless, fee payments are due on August 19 and graduate students may not have full access to all of their campus services and may incur late fees, if they do not meet the fee payment deadline.



### **What is the expected impact of the new CNP policy? Will many students experience cancellations for nonpayment?**

We expect the vast majority of students to pay their fees on time. For example, another UC campus with the same policy reported only about 200 students were impacted due to non-payment. Again, after August 19, undergraduate students who have not paid 20 percent will be dropped on August 23. Students may re-enroll in class the next day (August 24). However, they may not be able to enroll in the same classes or at the same times as their prior schedule.

We understand that the change could create added burdens for some students and have made preparations to mitigate that burden as much as possible. Students with questions should be referred to Cal Student Central.

### **How is the campus supporting students through this CNP process?**

Phone Banking: Cal Student Central team members are proactively contacting over 2,500 at-risk students (that were missing documents) now through August 18 via phone and are equipped with a toolkit of resources to support students and provide them with options, including a fee payment plan and the opportunity to apply for emergency loans to cover the 20 percent, if needed.

For students who receive financial aid (the majority of our students do, including our neediest students), their aid will cover their minimum payment so we do not anticipate they will be at risk.

Additionally, students with extenuating circumstances may have a protective hold placed on their status. The proactive hold, which students will be able to see indicated on CalCentral, will ensure that class enrollments are protected. Staff are working to identify those students, and students are encouraged to reach out to Cal Student Central.

CalCentral will flag students who have not made the minimum payment by the deadline, notifying them directly via email and screen alerts, as well as allowing us to actively reach out to them in order to provide additional support. These emails will be sent on August 16 after financial aid is disbursed to those students who still owe a portion of their 20 percent. We are also planning an email on or around August 20 to those students on the “pending-drop” list reminding them to pay.

### **Where can students go for support?**

- Visit [registrar.berkeley.edu/cnp](https://registrar.berkeley.edu/cnp)
- Students should check their email and CalCentral for messages
- Undergraduates can also reach out to Cal Student Central.
- Graduate students may contact their department advisor for assistance.