

Registration Committee

February 25, 2013
1:30 PM
Bldg 9 Conference Room

Chair: Camille Richardson
Vice Chair: Judith Meyer

Secretary: Harold Smith

Members Attending: Harold Smith, Camille Richardson, Edie Findley, Judith Meyer, Crystal Ange, Debra Baker, Bebe Major

Members Absent: Dell Hagwood, Chuck Hauser

Minutes from Meeting February 4, 2013

Agenda Item

I. 2013 Summer and 2013-14 Fall - Spring Schedule Presenter: Crystal Ange

A Potential schedule for the 2013 summer, 2013 fall and 2014 spring was presented. Spring registration will now include registration for the upcoming fall classes. This new procedure will be advertised and is to be encouraged by faculty advisors. Giving potential graduates early access to registration was also discussed but was not considered feasible, given our limited technology.

Action: Dates and times for the schedule were established by the Committee (see attachment). Edie is to provide the dates for mailing bills and the last day to pay. Advertising should include a reference to potential graduates encouraging them to register for fall classes during the spring.

II. Pre-requisite Classes Presenter: Crystal Ange /Camille Richardson

The pre-requisite check will be turned off during registration.

Action: None - Division Chairs will run RQMM at the end of the summer term to report students that are enrolled in fall classes without the required pre-requisites. The students will be notified and their schedules will be adjusted.

III. 2013 Summer term tuition and self-supporting classes Presenter: Crystal Ange

The College will continue with the same fee schedule. Self-supporting classes will be offered but each class must enroll enough students to cover the cost of the instructor.

Action: None

Next Meeting: To be scheduled