

Registration Workgroup

February 27, 2014

10:00 a.m.

Building 1, Conference Room

Chair: Edie Findley

Vice-chair: Judith Meyer

Secretary: Bebe Major

Members Attending: Rick Anderson, Dr. Crystal Ange, Randy Burnette (replacing Whiting Toler)
Kent Dickerson, Edie Findley, Bebe Major, Camille Richardson, and
Megan Sommers

Members Absent: Debra Baker, Judith Meyer

Minutes from Meeting – February 24, 2014

I. Minutes

Presenter Edie Findley

Minutes from the November 14, 2013 meeting were reviewed. Kent Dickerson made a motion to accept the minutes as written. Camille Richardson seconded the motion. The motion carried.

II. Summer and Fall Registration

Presenter Dr. Crystal Ange

The committee reviewed a letter from Dr. Crystal Ange that will go out to faculty regarding Summer and Fall 2014 Registration. After some discussion regarding dates and times, the letter was approved for distribution. (See Attachment 1).

III. Registering for Courses Outside of Major

Presenters: Edie Findley and
Megan Sommers

Edie and Megan shared with the group an incident that occurred regarding a student registering outside of their major. After discussion regarding the incident, it was emphasized that: 1) students need to see their advisors for registration guidance, and 2) advisors should only register students within the advisor's program area/division.

IV. Registration Schedule Dates

Presenter Group Discussion

Dates were reviewed and are ready for publication. (See Attachment 2).

Other Information

Next Meeting: April 29, 2014 at 1:00 p.m.