

September 10, 2013

10:00 a.m.

Building 9, Conference Room

Registration Workgroup

Chair: Edie Findley

Vice-chair: Judith Meyer

Secretary: Bebe Major

Members Rick Anderson, Dr. Crystal Ange, Debra Baker, Kent Dickerson, Edie Findley,

Attending: Bebe Major, Judith Meyer, Camille Richardson, Megan Sommers, Whiting Toler

Minutes from Meeting - September 10, 2013

I.

First item of business was the election of new officers for 2013-2014. Positions were filled as follows:

Chair – Edie Findley

Vice-Chair – Judith Meyer

Secretary – Bebe Major

II.

Presenter Group Discussion

The pros and cons of having a combined registration for summer/fall were discussed.

Cons:

- Nursing letters will have to be mailed earlier than they currently are.
- Student schedules may change before beginning of fall semester.
- Purge issues.

Pros:

- Students are lost to other colleges if waiting until June to register for fall semester.

III.

Presenter Group Discussion

The Fall 2013 registration process was discussed.

Pros:

- Transcripts received in a timely manner.
- Additional assistance (triage) in the Registrar's Office.
- Schedule reprint and signage station set up (Sandy McFadden).
- Information change table

Cons:

- Poor advising.
- A number of students without financial aid applications.
- Bookstore issues.

IV.

Presenter Group Discussion

Expanded Registration Times

Rick Anderson shared that Dr. Tansey would like registration windows opened for longer periods of time.

The committee discussed Dr. Tansey's request and came up with a *possible* time frame for student advising/registration.

March 5: New student Orientation Day for summer 2014 session only

March 10 - 21: Pre-advising – new summer students and returning students

March 24: Summer 2014/Fall 2014 Registration – Returning students only

March 25 - 28: Summer 2014/Fall 2014 Registration – All students

May 19: Late registration

June 9 - August 8: Advising Center open for registration

June 24 - 26: New student orientation for Fall 2014

Other Information

Next Meeting: Thursday, September 26, 2013, Building 9, Conference Room