

**Registration Management Team Meeting Minutes**  
**September 27, 2007 – 1:30 pm**  
**Executive Conference Room**

**Present:**

Ed Roach	Tamara Jones	Donna Bragg
Doug Patterson	Hal Fulmer	Robert Allen
Vickie Miles	Connie Tisdale	Patti Cram
Carol Supri	Theresa Rodgers	Lynn Lewis, VTEL
Anita Walker	Darlene Stewart	Sherry AliFarhani, VTEL
Bryan Helms	Diane Barron	Kathy Devlin, VTEL
Ray White	Brenda Campbell	

**Important Calendar Dates**

- Term 3 Courses for GoArmy Portal submitted October 11
- Semester Fall Break: October 8-14th
- Session A grades Due: October 15<sup>th</sup> (Session A Grades NOT to be printed on transcript until end of term)
- Session B and Term 2 begins October 16th
- Last Day to drop/add for Session B and Term 2: October 21
- Attendance Rosters due for Fall 07: October 30
- Early Registration for Spring 08: Troy campus- Nov 5-8
- End of Term Processing, December 20, 2007
- Commencement dates:
  - Troy – December 14
  - Dothan – December 16
  - Montgomery – December 17
  - PC – January 26
- Return to work January 3, 2008, Registration January 3-4, 2008
- Classes begin January 7, 2008, except Troy begins January 9, 2008
- Will review dates again at next RMT Meeting

Approved

**Update on changes made to Billing Statement – Louann Johnson/Connie Tisdale**

- Example provided by B. Helms. Change in wording “total charges do not reflect pending financial aid.” After the meeting ended Dr Patterson provided specific wording for the billing statement to Ms Tisdale. She is to bring the revisions to the next meeting.
- There was discussion about parents being able to access student’s bill. Dr. Roach recommended we address this issue at the next meeting.

Approved

**Request to Change last day to drop/add for Spring 08 – January 13**

- Session B and Term 2 begins October 16th
- No change in Drop/Add date until Fall 08

**Update on Standard Procedure for Cancellation of Courses – Don Jeffrey and Vickie Miles**

- Reviewing proposed procedure. The procedure will be reviewed by the Policy committee (must be received by Policy Committee, Ray White by Monday, October 1) and then presented at the Council of Deans. Final proposal will be provided at the November RMT Meeting.

Approved

**Web Advisor Withdrawal Work Group – requested to meet October 30 at 10:00 in UC Conference Room**

- Group members: Theresa Rodgers, Carol Supri, Connie Tisdale, Patti Cram, Ray White, Charlie Hora, and Robert Allen.

Approved

**Servicemembers Opportunity College – SOCNAV – Students**

- Miles/Roach to send out notice to all sites that SOC Student Agreements MUST be submitted by proper procedure.
- Miles will discuss Datatel procedure for processing SOC Student Agreements with Tisdale. Will be discussed at next meeting.

Approved

**Next Meeting Scheduled for October 18, 2007 at 1:30, Executive Conference Room**

**Meeting Adjourned 2:25 pm**