

Registration Management Team Meeting Minutes
November 6, 2007 – 1:30 pm
Executive Conference Room

Present:

Ed Roach
Vickie Miles
Carol Supri
Anita Walker
Bryan Helms
Jim Bookout

Tamara Jones
Hal Fulmer
Connie Tisdale
Lisa Boutwell
Darlene Stewart
Holly Lowery

Robert Allen
Patti Cram
Lynn Lewis, Telephone
Sherry AliFarhani, Telephone
Kathy Devlin, Telephone

Important Dates – Vickie Miles

- a. Datatel Conversion- Nov 9-13
 - V. Miles will send a notice to all users notifying them of the interruption of online services Nov 9-12th due to Datatel conversion for University distribution. Limited users will be allowed on the system, beginning Nov 13th
- b. 08/T3 Registration opens Dec 10
- c. Troy Commencement- Dec 14
- d. Dothan Commencement- Dec 16
- e. Montgomery Commencement- Dec 17
 - Dr. Roach inquired as to why Phenix City has commencement so late. Dr. Roach requested Vickie Miles follow up with Phenix City to discuss if the date can be closer to end of term.
- f. End of Term for 07/T2 and 07/FA- no later than Dec 20
- g. Final Registration for 08/SP- Jan 3 & 4
- h. Classes for 08/SP and 08/ T1 and Session A begin Jan 7
- i. Troy Classes for 08/SP begin Jan 9
 - All others begin Jan 7
- j. Last Day to Drop/Add- Sunday, Jan 13
 - Because of the weekend date, will work with student through Monday, Jan 14.
 - Remind students that offices close on Jan 11, if a student wished to withdraw with the assistance of office personnel
- k. Census Date- Jan 14

Approved

Minutes from last meeting – Vickie Miles/Ed Roach

- No Changes.

Approved

Update on changes to student billing statement – Bryan Helms/Connie Tisdale

- Example of updated bill with wording as approved at the last meeting provided by C. Tisdale.
- J. Bookout recommended “Total” be changed to “Total Charges/Credits” and “Balance” be changed to “Balance Due.”

Approved

Update on Datatel R 18 Conversion – Connie Tisdale

- System down Thursday evening November 8 after end of day, projected to be back up by Noon on Tuesday, November 13, 2007. There are no major problems anticipated.
- Brief open discussion.

Update on WebAdvisor Withdrawal Work Group – Vickie Miles

- V. Miles presented a report from the group. Main focus of group – Would it be beneficial to allow student to withdraw via the Trojan Web Express (WebAdvisor)?

- Recommended to begin Summer 08 as a pilot with follow-up with Eleanor Lee and Theresa Rodgers prior to implementation to determine how Troy campus traditional students will be affected by the change.

Approved

End of Term Processing complication from semester/terms/sessions – Vickie Miles

- This topic will be discussed at the next Registrars meeting.
- If a student is to be suspended at the end of T1, but is enrolled in the long term (semester), the student WILL BE allowed to finish the long term (semester).

Approved

Problems with TLOC setup – Vickie Miles

- TLOC dates are too varied and causing problems.
- Proposed that there be only two personnel authorized to setup TLOC:
 - 1 for University College
 - 1 for Alabama Campuses
- Will work with C. Tisdale on appointment of personnel for Alabama Campuses.

Approved

Meeting Scheduled through May, 2008

- Thursday, January 24, 2008
- Thursday, February 28, 2008
- Thursday, March 27, 2008
- Thursday, April 24, 2008
- Thursday, May 22, 2008

All at 1:30 pm in the Executive Conference Room, unless notified.

Meeting Adjourned 2:25 pm