

**Registration Management Team Meeting Minutes**  
**February 28 , 2008 – 1:30 pm**  
**Executive Conference Room**

**Present:**

Ed Roach	Laticia DuBose	Ray White
Vickie Miles	Lisa Boutwell	Lou Ann Johnson
Anita Walker	Donna Bragg	Lynn Lewis, Vtel
Tamara Jones	Diane Barron	Mary Ragland, Vtel
Hal Fulmer	Richard Federinko	Sherry AliFarhani, Vtel
Darlene Stewart	Bryan Helms	Crystal Bishop, Vtel
Holly Lowery	Robert Allen	Cedy Spivey, Vtel
Kerry Andress	Patti Cram	Kathy Devlin, Vtel
Brenda Campbell	Ronnie Creel	

**Minutes from last meeting – Vickie Miles/Ed Roach**

- No Changes.
- Approved

**Restriction Notices– Vickie Miles**

- Campus Registrars recommend that the University Registrar (Vickie Miles) send out notices to all locations (terms and semesters) before early registration identifying restrictions, eliminating inconsistencies, effective 08/T5 and 08/SU.
- Approved

**Distribution of Points of Contact – Vickie Miles**

- Points of Contact as designated for the Records/Student Services area were distributed.
- Request for Enrollment Management Team Director/Point of Contact Listing made.
- Updated POC for Records, as well as EMT POC to be sent electronically, as soon as both are available.

**Call Center Update – Ronnie Creel**

- Training in California and on site in Troy went well.
- It was determined that there would be only one phone number for all inquiries through Greenwood and Hall. The number is 1-800-414-5756. This number will be published in all appropriate areas.
- Currently online, Financial Aid, Student Services, Admissions, Records. Student Financial Services to be on line March 10.
- Plans to have a tracking system in place by the end of March, 2008.
- Having a designated email for FAQ processed through the call center was also discussed.

**TLOC Update**

- Subcommittee consisting of Charlie Hora, Vickie Miles, Connie Tisdale, and Charles Weaver met and developed the procedure as attached.

**Student Financial Services Update – Lou Ann Johnson**

- Next payment due date Friday, February 29 and Monday, March 3.
- R18 problems with Financial Service being worked out by Connie Tisdale and Lou Ann Johnson.
- EFT refund process working well.

**Registration Problems Addressed – Vickie Miles**

- Issues/problems that arose during registration were identified and solutions developed by a subcommittee.
- These issues were presented and discussed in the Academic Steering Committee.

- Measures being taken to prevent these issues in the future.

### **Graduation at Phenix City – Vickie Miles**

- Kathy Devlin and Tamara Jones have worked out the details to get Phenix City in line with the other graduation ceremonies.

### **Dates to Remember**

- End of Term Workshop – March 4, 1:30 pm
- Course Section Developers Workshop – March 5, 9:00 am
- GPA Calculation for Education Majors Workshop – March 3, 9:30am

### **Leadership Retreat Comments – Ed Roach**

- May 22-23, 2008
- To be held at Baypoint Resort and Spa, Panama City Florida
- Notification letters to be sent out next week.

### **Meeting Scheduled through May, 2008**

- Thursday, February 28, 2008
- Thursday, March 20, 2008 (rescheduled from March 27<sup>th</sup>)
- Thursday, April 24, 2008
- Thursday, May 22, 2008 (Cancelled due to Leadership Retreat, May 22-23)

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

### **Other Comments**

- Ray White stated the common calendar has been completed and sent to the Chancellor's Cabinet.

### **Meeting Adjourned 2:34 pm**

## TLOC Subcommittee Meeting Notes from January 29, 2008

**Attendees:** Charlie Hora, Sherry Alifarhani, Holly Lowery, Patti Cram, Laura Melindez (vtel), Vickie Miles, chair

**Purpose of Meeting:** Appointed by the Registration Management Team, the subcommittee met to determine how we can set the dates for registration in Datatel in the TLOC screen to promote accuracy in billing, financial aid awards, and transcribing of courses, as it relates to the function of TLOC.

**Results:** The following general instructions should be implemented, beginning 08/T4, for any personnel who populate the **SRGD** screens which regulate the registration activity in course sections where the registration activity dates are in **any way** different than the dates found on the TLOC screen (*An exception to this are course sections where the **ONLY** difference in dates is with course section start and/or end dates. In this case, the course section start and/or end dates can be redefined on the SECT screen without having to make any entries on the SRGD screen. A good example of this would be all Session "A" course sections End Date.*): **(Main Dates: Registration Start/End, Drop Start/End, Section Start. All other dates are derived from these Main Dates.)**

**Montgomery (M01) 08/SP Session B example:**

SRGD-Section Reg Date Ranges

Section: ACT-2291-MBAA Term: 08/SP Status: Active  
Title: Principles of Accounting Synonym: 122894 Status Date: 11/06/07

Term Start Date: 01/07/08 Term End Date: 05/18/08

	Start Date	End Date	Default Start Date	Default End Date
Section	03/17/08	05/18/08		
Preregistration	11/07/07	11/07/07	11/07/07	11/07/07
Registration	11/07/07	03/23/08	11/07/07	01/13/08
Add	03/23/08	03/23/08	01/13/08	01/13/08
Drop	03/24/08	05/18/08	01/14/08	05/18/08
Drop Grades Req'd	03/24/08		01/14/08	

Census Dates: 1 03/24/08, 2, 3  
Default Census Dates: 1 01/14/08, 2, 3

Roster Print: 1 10/22/07 03:54PM, 2, 3

- **Preregistration Start Date** – Same as **Registration Start Date** (see below).
- **Preregistration End Date** – Same as **Registration Start Date** (see below).
- **Registration Start Date** – For the campus location, term and course section identified on the **SRGD** screen
  - This is the Earliest First Date of Registration by any mode (internet, walk-in, mail, fax, etc.).
  - *This is the same Registration Start Date as found on the TLOC screen for the campus / term.*
- **Registration End Date** – For the campus location, term and course section identified on the **SRGD** screen
  - *Session "B" Registration End Date defined here.*
  - This is the Last Day to Add a class to a student's schedule for Session B.
  - In Student language, this is the Last Day to Drop / Withdraw a Session B class from a student's schedule without owing full tuition for the class.
  - In Datatel language, this is the last day to remove a Session B class from a student's schedule and have it marked with a status of "X" (Deleted). Deleted classes do not appear on a student's Transcript and are not a billable item.
- **Add Start Date** – Same as **Registration End Date** (see above).
- **Add End Date** – Same as **Registration End Date** (see above).
- **Drop Start Date** – For the campus location, term and course section identified on the **SRGD** screen
  - *Session "B" Drop Start Date defined here.*
  - This is the Day after the **Registration End Date**.
- **Drop Grades Required Date** – Same as **Drop Start Date** (see above).
- **Census Date** – Same as **Drop Start Date** (see above).
- **Drop End Date** – For the campus location, term and course section identified on the **SRGD** screen
  - This is the Last Day of the Term.
  - This is the Last Day of the latest ending class of the term.
  - This date is not to exceed the last day of the term, as set on the RYAT screen.
  - For Semesters, this is the last day of the semester.

- For "T" terms, this is the last day of the "T" term.
- Exception – For Phenix City campus location only, this is the CVCC term end date.
- *This is the same Drop End Date as found on the TLOC screen for the campus / term.*
- **Section End Date** – Same as **Drop End Date** (see above).
  - *Session "A" Section End Date defined on course section's SECT screen.*
- **Section Start Date** - For the campus location, term and course section identified on the **SRGD** screen
  - *Session "B" Section Start Date defined on course section's SECT screen.*
  - This is the First Day of Session B.
  - This is the First Day of the earliest starting class of Session B.

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