

**Registration Management Team Meeting Minutes**  
**March 20 , 2008 – 1:30 pm**  
**Executive Conference Room**

**Present:**

Ed Roach	Theresa Rodgers	Ray White
Vickie Miles	Jim Bookout	Lynn Lewis, Vtel
Anita Walker	Holly Lowery	Mary Ragland, Vtel
Hal Fulmer	Lisa Boutwell	Sherry AliFarhani, Vtel
Darlene Stewart	Robert Allen	Kathy Devlin, Vtel
Carol Supri	Patti Cram	
Buddy Starling	Ronnie Creel	

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

- No Changes.

Approved

**Admission to Candidacy, Graduate School – Diane Barron**

- Dr. Barron could not be present, Vickie briefed the group on the new approved process and
- Handouts were provided and distributed
- Any questions should be sent to Dr. Barron and cc Vickie Miles

**Preparation for Early Registration – Vickie Miles**

- Early Summer and Early Fall Registration dates discussed as follows:
  - a. Troy Campus Early Summer Registration – April 9-11
  - b. Troy Campus Early Fall Registration - April 16-18
  - c. 08/T5 Early Registration – begins April 28
  - d. Montgomery Early Summer Registration – begins April 9 (on-line registration)
  - e. Montgomery Early Fall Registration – as of meeting date had not been approved
  - f. Dothan Early Summer Registration – April 23-24
  - g. Dothan Early Fall Registration – July 16-17
  - h. Phenix City Early Summer Registration – April 23 and 24
  - i. Phenix City Early Fall Registration – July 16-17

**Restriction Notices– Vickie Miles**

- The following dates were discussed for notifying students of restrictions prior to registration
  1. Notices to be sent prior to Early Summer Registration to student with restrictions – April 7
  2. Notices to be sent prior to Early Fall Registration to students with restrictions – April 14
  3. Notices to be sent prior to 08/T5 Early Registration to students with restrictions – April 28
- Dr. Fulmer will notify advisors that Seniors will be allowed to register on the morning of April 4
- Vickie Miles requested confirmation from Robert Allen and Jim Bookout on these dates

**Call Center Update – Ronnie Creel**

- Satisfactory progress with implementing the Call Center with Greenwood and Hall
- There is now an online help request available by email at: ask@troy.edu
- Call Center will receive and process these email requests
- Dr. Roach request that Ronnie Creel provide him with some feedback pertaining to helpdesk at Phenix City

**Meeting Scheduled through May, 2008**

- 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**

- Connie Tisdale reported no changes or problems on Registration Statement, at this time

**Meeting Adjourned 1:51 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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