

**Minutes: Admissions and Registration Committee  
October 13, 2009 :: 8:30am HBC 301.7**

**Members present:** Terry Bazan, Mary Ann Bridges, Kathleen Christensen, Andrew Christie, Cheryl Coe, Connie Faber, Marie Fofi, Linda Kluck, Juanita Mendez, Rafael Ochoa, Roxanne Royalty, Patty Scogin, Jane Dugan, Blanca Gonzalez, Amy Wilkerson, Mison Zuniga

**Members absent:** Christy Berry, Pat Colunga, Donna Pauler, George Reyes, Stewart Sachers, Patricia Salazar, Lauren Sebel

**Guest:** George Lane

1. Review and Approval of September 8 Meeting Minutes
  - a. Minutes were approved as submitted.
2. Announcements
  - a. Spring 2010 Student Services and Registration Update Training Event Evaluation results were distributed to committee.
  - b. Update on the incoming Apply Texas applications for College Connection Students
  - c. Current Registration Reports at <http://www.austincc.edu/oiepub/pubs/reg.html>
3. Spring 2010 Registration Readiness
  - a. All campuses are reporting busy but manageable numbers of students.
  - b. Cheryl Coe and Connie Faber reported that the \$1.00 per credit hour Sustainability Fee will be charged beginning with spring 2010 registration, however there were programming problems during the first week of registration. Students who were erroneously not charged the fee will not be charged unless they go into the registration system for subsequent registration activity and then they will be automatically billed for the fee.
  - c. Green parking stickers are given out to those who drive a low emission vehicle, they may be eligible to park in a preferred parking spot.
  - d. No information to share right now on the bus pass program; more details will be forthcoming during the semester.
  - e. Reminder from the ECS department about reading the course notes in the printed and online course schedule regarding restricted registration for high school students at high school locations.
  - f. Request to add eligibility dates to more locations on the web site, as the “/Register” page isn’t the only place students look for this information. Request to add additional registration information on the A&R web pages.
4. Ad Hoc Sub-Committee: Registration Calendar Change Proposal
  - a. Draft of proposed recommendation being made by the ad hoc sub-committee was reviewed by committee members and approved as drafted. Agreed that possible changes to the August non-payment DREG dates may occur. Recommendation will move forward to Student Services Council at the November 5, 2009 meeting. .

5. Student-Initiated Online Withdrawals
  - a. Committee members reviewed the memo that the chair drafted, as requested. The memo was sent to the chair of the Student Access and Success Committee on October 13, 2009 for review and action.
  
6. Draft FY11 Registration Dates
  - a. FY11 registration calendar dates were reviewed and approved and will be sent along with the calendar change proposal to the ACAC at the November meeting.
  - b. Concerns arose about the ECS students and their registration for fall during the end of spring/summer dates. Several marketing and other events were discussed as possibilities to facilitate special programs for these students' registration needs.
  
7. Next meeting date changed from November 10 to November 17 due to TACRAO conference conflict.