

Admissions and Registration Committee  
November 8, 2011

ECS Correction:

- ECS students are limited to two courses. Courses that require co-requisites are considered as one course, not two.

Spring 2012 Registration:

- Deregistration Issues:
  - Dereg for non-payment:
    - Error in coding that did not exclude sheltered students from deregistration.
    - A&R are working to reinstate all students.
    - 963 students were dropped in error.
    - Some courses may be full and if the dropped student is reinstated, A&R will contact the last student who registered for that course and drop them to add the student who was dropped in college error.
    - If a student comes in for advising or counseling, they are allowed to register them into courses.
  - Waitlist email sent out in error on Friday, November 4<sup>th</sup>:
    - Students were sent an email that they were cleared to register for waitlisted course; however, registration time expired prior to registration opening on Monday.
    - Email was sent to 130 students.
    - Students were contacted and informed of extended time for registration until Wednesday, November 9<sup>th</sup> at midnight.
    - If the course was full, students were put back on top of the waitlist or near the top.
    - Students who are DD/DDD and are on waiting list must return to meet with counselor for registration.
  - Hybrid:
    - Students are not aware of how hybrid courses work. Please clarify with students that they attend 1 day and are required to complete additional work online.
    - Students can see hybrid note on the online schedule, but must click on an additional link when searching for courses on Online Services.

E-commerce:

- Datatel will be down Thursday, November 10 for E-commerce updating.
- Parking permits can be purchased online. **Currently just for Continuing Ed students.**
  - Have not decided who will distribute parking permits once Cashiers office begins new hours. (M-F 8 .m. -5 p.m.)

Withdrawal:

- Online course withdrawal will be available for spring 2012.

IT:

- Next priority is to fix CE online course search through Online Services.

#### Financial Aid:

- Going paperless- no more letters will be mailed out starting summer 2012.
- Students must check information through ACC Gmail or Online Services.

#### Weekend College:

- Starting spring 2012- NRG, CYP, and RVS from 9 a.m. to 1 p.m.

#### Meningitis:

- Vendor has not been selected, but a recommendation has been made.
  - Have restarted the repurchase process.
- THECB has passed final rules.
  - Some CE students will be obligated to vaccinate.
  - ECS students who are taking courses on their high school campus **are not** required to vaccinate; however, ACC will go ahead and require them since there is a chance they will attend an ACC campus.
  - THECB did not include information requiring a 5 year booster.
- Datatel programming is in place for future hold and auto removal once information is uploaded once vendor receives information.
- Implementation
  - Will begin a full marketing campaign through mail and email.
- They will hold a logistics meeting on November 9<sup>th</sup>.