

<p style="text-align: center;"><b>MIAMI-DADE COMMUNITY COLLEGE</b> <b>College Admissions and Registration Procedures Committee</b></p>
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Minutes of June 8, 2001 CARP Committee. The meeting was held at the North Campus in room 1324. Roll was called and a quorum was declared present.

**MEMBERS PRESENT:**

Mercedes Amaya, Registrar, MC  
Cecilia Bermudez, Registrar, HC  
Gerald Carley, Bursars, Dist, NC  
Harold Harper, Comp. Applications Prog., KC  
Rulx Jean-Bart, Registrar, WC  
Jocelyne LeGrand, Faculty, WC  
Ana Lien Montero, Recorder, DARS, WC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chairperson, KC  
Ron Vorp, Institutional Research, District WC

**VISITORS/PARTICIPANTS:**

Susan Carley, Records, NC  
Sheri Goldstein, Testing, NC

**MEMBERS ABSENT:**

Alan Berkey, Associate Academic Dean, KC  
Isabel De La Serna, Support Staff, NC  
Steffi Durnberg, Advisement Director, KC  
Armando Ferrer, Dean of Student, NC  
Floris Giol, Int'l Student Advisor, KC  
Samuel D. LaRoue, Secretary, DARS, WC  
Allen McPhee, Faculty, NC  
Lourdes M. Perez, Registrar, IAC  
Kenneth Tague, Financial Aid Director, NC

**APPROVAL OF MINUTES:** The minutes of the May 11, 2001 meeting were approved with corrections.

**ANNOUNCEMENTS:** There were no announcements.

**SPECIAL AGENDA ITEMS:**

- Batch Registration
- Transient Form
- Memo Concerning to Evaluation Services on Campus
- Registration Handbook
- Academic Transcripts
- Enrollment Certification
- Admission Application in the System
- Header for Summer A & B on Academic Transcript
- Error 1131
- FACRAO
- Purge rolls for Summer A & B Terms

**ACADEMIC AFFAIRS REPORT:** There was no report submitted.

**FINANCIAL AID REPORT:** Ms. Amaya reported that financial aid is currently testing the system by inputting the awards and testing cancellations for next year. The testing is being done in acceptance.

**STAR SERVICE UPDATE:** No report was submitted.

**NEW RACE/ETHNIC CODES:** Mr. Vorp distributed copies of the Provisional Guidelines On The Implementation Of The 1997 Standards For Federal Data On Race And Ethnicity. He explained that

nothing has been decided yet. However, with the 2000 census, the government changed the coding methods and is requiring the colleges to allow for multiple race reporting. The Committee briefly went over the guidelines. The application for admission form, the web admission application, and the admission application on FACTS need to be modified to reflect this new change.

**REQUEST FOR PETITIONS COMMITTEE ACTION FORM "WN" GRADE:** Ms. Power reported that she asked Ms. White, who is the Assistant Dean of Student Services at North, for assistance with the petition form. Ms. White recommended having only two options (100% refund and the "WN"). The Committee disagreed with Ms. White's recommendation and decided to keep the three options (100% refund, grade of "W" without refund, and grade of "WN" without refund). Ms. Power indicated that by next meeting the form would be ready for the Committee's approval.

**AUDIT CRITICISM – RELEASE OF RECORDS:** Mr. Stewart reported the Auditor General of The State of Florida audited all of the community colleges and the universities. The majority of the audit was done in the financial aid section, faculty schedules – are they maintaining the required office hours and schedules, and the release of student records and transcripts. Effective immediately, no phone or e-mail requests can be accepted from a student or another institution. FERPA's new rule is in order to release any type of student record, the students must send a written and signed request either in person, by fax or US mail. The release form must be maintained for as long as any other records are retained, which are essentially forever. However, there was an exception by the ruling of FERPA saying that if another college makes the request electronically, the College should honor that request without the students consent. Mr. Stewart suggested keeping the record release forms in an accordion file in Alphabetical order. This release forms will be imaged as soon as the process starts.

**TEST SCORES FROM HIGH SCHOOL TRANSCRIPTS.** Ms. Goldstein reported that apparently there has been an issue about whether or not the SAT and ACT scores can be obtained from high school transcripts. The Testing Directors are suggesting accepting those scores from the transcripts since other data are taken from high school transcripts as well. When a transcript is received and has SAT and/or ACT scores, the staff should make a copy of the official transcript, sign it and forward it to Ana Lien Montero.

Ms. Goldstein asked what happens to the students who take the test but have not applied to the College for admission. Ms. Montero explained that those students are entered in the system in the Maintain Prospects screen (AD PO). In that screen the fields available are social number, mailing address, e-mail address, fax number and phone number. This information is obtained from either the College Report sent by ETS or the Student Report, which is sent by the testing, the advisement, or the admissions/registration departments via fax or interoffice mail. If the student does not have a SS#, the system will assign a dummy number. After the student has been assigned an ID number (either dummy or SS#), then the scores are entered (SR TS TS TA).

Mr. Harper informed the Committee that the students who are assigned a dummy ID number in the Maintain Prospects cannot be matched if they then apply to the College with their social security number. Therefore, the scores of those students are lost in the system. After further discussion, it was decided to save those scores for no more than two years just in case the student applies for admission. A motion was made to accept the test scores from the high school transcript, if the scores are listed, without verifying the scores with ETS, seconded.

**ADD FUNCTION ON REGISTRATION SCREEN:** Mr. Stewart reported that he recently ran registration appointments for the Fall term for continuing students. Every student who is currently enrolled should have

been assigned a new term record for the Fall 2001-1. This information could be displayed by going to the registration screen.

**ACADEMIC CALENDAR:** Ms. Bermudez reported the New Student Center Directors and the Retention Transition Directors feel the self-registration dates and the Walk-up registration dates are inconclusive and confusing because students can go to just about any office except the Registration Office on June 11 to register. They do not agree having two different dates. Ms. Bermudez said that she explained to the Directors the reason why there are two dates is primarily to promote the various self-registration systems the College currently has. The Directors also asked why registration does not start earlier. Ms. Bermudez explained to them it has to do with ASTRA assignment. After further discussion the Committee agreed not to publish the date the Open Class list is available on the Web, STAR and Student Access Computers.

**ODYSSEY REPORT:** Mr. Harper submitted the following Odyssey report:

- The new port was installed. There were some problems with the admissions and registration section, but most of the problems have been taken care of. Right now there are a couple of problems, which are data related. There is a series of new batch job that came in with the port. They are not yet available and the plan is to make them available in the next week or so.
- SLS1125 did not make the port because it is not 100 percent functional. It was added back afterwards and now is in acceptance for Mr. Stewart to test.
- The missing item letter will be ready sometime in mid-July.
- At the last meeting, there was a lengthy discussion concerning the coding for FTIC. The system will accurately identify students first time in college based on the course they are enrolled or have been enrolled. This means if a student is enrolled in exclusively non-credit courses, the base of admission will be C (non-applicable). If he/she is registered for credit classes and has no PSAV classes on the academic history, he/she will be coded as FTIC. Mr. Vorp will investigate if a student who applied for admission to a MDCC and has never attended another college but has CLEP credit or AP credit should be considered FTIC.
- The two GAP programs where students can be selected by reference number or by program code are still in progress. Mr. Stewart identified a problem that the consortium had in the way they were selecting students. The reports were coming out with multiple records for students who had credit application and non-credit application. This problem was fixed locally and the consortium has been notified of the problem.
- By Tuesday or Wednesday of next week, a report will be available with Summer A registration that are taking 12-week classes which are potentially in conflict with Summer B registration. The report would be for credit classes only.

**SPECIAL AGENDA ITEMS:** The following special agenda items were discussed:

**Batch Registration:** Ms. Bermudez reported that Medical Center was offering a vocational credit class at Homestead. The instructor was told to take all of the admissions and registration forms to be processed. The admissions applications were processed but the students could not be registered because they were not admitted to the program. Her suggestion is for Medical Center to handle that type of registration. Ms. Amaya said that those students were not in the correct program and that is why Homestead was unable to register them. After further discussion, Ms. Amaya and the Committee agreed those type of registration should be handled at the Medical Center.

Transient Forms: Mr. Jean Bart reported that at the last meeting he was asked to create a college-wide transient form for the Committee's review and approval. Mr. Stewart suggested adding a statement that would make very clear that if the student takes this course and passes it with a "C" or better it will be honored for transfer. Ms. Bermudez suggested adding on the first paragraph the word "eligible" to further emphasize the student has permission to enroll. Mr. Jean-Bart will bring to the next meeting a draft for the Committee's approval.

Memo Text For Evaluation on Campus: Mr. Jean-Bart mentioned that at the last meeting he was asked to prepare a memo concerning on-campus evaluation service. For the Committee's perusal, copies of the memo were distributed as well as copies of the protocol, which was agreed to back in 1999. The Registrars were asked to distribute at their campus.

Campus Registration Handbook: Ms. Amaya asked the Committee if it is possible on the remarks to include the room number for each class. The Committee did not approve the request because the registration handbook has already reached the maximum number of pages allowed with the present format. Additionally the information will never be accurate and will cause more confusion to our students.

Academic Transcripts: Ms. Amaya reported that on the College catalog it states that transcripts are only accepted if they are mailed from another institution or if they are received electronically. She asked the Committee if all campuses are following this policy. A staff member at Medical Center brought over her academic transcript and based on college policy, it was not accepted. The staff member then went to Dr. Sigler to complaint and it ended up being accepted. Mr. Stewart explained that it is College policy not to accept a hand carried college transcript, but if the President asked for an exception to be made, it should be honored. However, there is an AACRAO publication that states this practice is not allowed. Copies of the publication will be forwarded to all the Registrars for their information.

Enrollment Certification: Ms. Amaya reported the classes the students are enrolled in are not showing. Mr. Harper reported the program is not working. The program will be ready for acceptance testing by July 15<sup>th</sup>.

Admission Application in System: Ms. Amaya is requesting the Registrars when admitting a student to College to please assign the home campus in the system where the file is physically stored not where the students currently attending for classes. This will avoid confusion when looking for the student's record. After further discussion, there was unanimous agreement between the members.

Header for Summer Terms A & B on Academic Transcript: Ms. Carley mentioned that on the transcript, the Summer A Term, 6-week classes are given the same header as the 12-week classes. When doing certification, it is difficult to differentiate the courses and the only way to know is by calling each course. This process is time consuming. After further discussion, Mr. Stewart will investigate with other institutions to see if they are encountering the same problem.

FACRAO: Mr. Jean-Bart reported he attended the Florida Association of Collegiate Registrars Admissions Officers (FACRAO) meeting. There were about 250 attendees and most institutions had at least two or three representatives. MDCC was the only institution with one representative. The Council of Student Affairs (CSA) asked for the CLAST exam be eliminated and not even requiring the exam for teachers. Bright Future Students are required to take 5 CLEP tests before they register in regular English. There were many concerns expressed.

FACRAO is proposing selecting two or three cities for the annual conference.. Next year's conference will be either Boca Raton or West Palm Beach and will be hosted by the University of Miami. M-DCC and Broward were asked to help assist with the preparation.

Error 1131 Ms. Power asked Mr. Stewart what they are supposed to do when error 1131 comes up in the system. Mr. Harper stated that he provided to Mr. Stewart the information that is needed to fix the data problem with error 1131.

Purge Roll for Summer Terms A & B: Ms. LeGrand asked the Committee if the due date to submit the purge rolls could be extended. Currently, the due date for Summer A, 6-week and 12-week is May 22 and for Summer B is July 3. Mr. Stewart explained that the original idea for purge roll was to withdraw students who never attended. In a previous meeting, Mr. Ferrer suggested having two purge rolls each term. The first purge roll would be at the beginning of the term. The second purge roll would be at the end of the term, which is will be used to drop the financial aid students and any other students who have stopped attending classes. After further discussion, Mr. Stewart stated that an additional purge roll date will be established for the 12-week courses effective next Summer A term (2001-3).

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the Wolfson Campus, Friday, July 13, 2001 from 1:00 to 4:00 pm, Room 5507.

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Ana Lien Montero, Recorder

### **IMPORTANT NOTE:**

As inconsistencies within the College Registration Procedures are identified and reviewed by the College-wide Admissions and Registration Procedures Committee, items, processes, and/or functions that cannot be immediately handled and cleared with ongoing systems and procedures, or by campus management adjustments, will be identified, catalogued, and assigned to subgroups on a priority within the College. Published standard operational procedures (Technical Manual of Procedures) will govern those registration processes and functions identified as College-wide in scope and dependent upon College-wide uniform systems.

### **DISTRIBUTION:**

Office of Education  
Committee Members  
Student Deans  
Community Education Chairpersons