

**MIAMI-DADE COMMUNITY COLLEGE**  
**College Admissions and Registration Procedures Committee**

Minutes of the October 12, 2001, CARP Committee meeting. The meeting was held at the InterAmerican Campus in room -----. Roll was called and a quorum was declared present.

**MEMBERS PRESENT:**

Mercedes Amaya, Registrar, MC  
Cecilia Bermudez, Registrar, HC  
Gerald Carley, Bursars, Dist, NC  
Armando Ferrer, Dean of Students, NC  
Floris Giol, Int'l Student Advisor, KC  
Rulx Jean-Bart, Registrar, WC  
Samuel D. LaRoue, Sec., DARS, WC  
Jocelyne Legrand, Faculty, WC  
Allen McPhee, Faculty, NC  
Ana Lien Montero, Rec., DARS, WC  
Lourdes M. Perez, Registrar, IAC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chair, KC  
Ron Vorp, Inst. Research, District WC

**VISITORS/PARTICIPANTS:**

Paula Epstein, Int'l StuServ., WC  
Adrienne Gomez, Virtual College, MC  
Krish Lozano, Virtual College, MC

**MEMBERS ABSENT:**

Dulce Beltran, Assist. Registrar, KC  
Alan Berkey, Ass. Academic Dean, KC  
Isabel De La Serna, Support Staff, NC  
Steffi Durnberg, Advisement Director, KC  
Harold Harper, Comp. App. Prog., KC  
Kenneth Tague, Financial Aid Director, NC

**DRAFT**

**APPROVAL OF MINUTES:**

The minutes of the October 12, 2001 meeting were approved with corrections.

**ANNOUNCEMENTS:**

The following announcements were made.

- Ms. Perez announced that InterAmerican Campus will be handling international students. Walter Anders, Jr. will direct the department and Sylvia Betancourt will be the coordinator.
- Ms. Power announced that she finished her Master.
- Ms. Bermudez announced that Dianne Ortiz is the new Chairperson of Arts and Science at the Homestead Campus.
- Mr. Stewart announced that the Kendall Campus Registrar will host a holiday party on December 13 and everyone at the meeting is invited

**SPECIAL AGENDA ITEMS:**

- Partial Payment
- Printing of Official Class rolls

**FINANCIAL AID REPORT:**

Ms. Perez reported that the Fall checks were mailed out. Student financial Services is currently working on a billing list which dates back to 1999. Those students are being billed for monies owed to the College. They are also working on improving the new process for the short-term loans.

**STAR SERVICES REPORT:**

Mr. LaRoue reported that the STAR Service is working properly. However, on the first day of open registration, the system had an hour and a half delay in getting ready.

**TECHNICAL MANUAL OF PROCEDURES:**

Mr. LaRoue reported that he has been receiving quite a number of the revised procedures and hopefully the project will be finished by the end of the academic year.

**NEW PRINT CODE FOR SCHEDULE NOTES:**

Mr. Jean-Bart suggested a way to decrease the number of pages in the registration handbook by reducing the number of notes. He asked Mr. Stewart if a code could bypass printing the notes on the handbook. Mr. Stewart stated that this item should be deferred to the next meeting so that Mr. Harper can address this issue.

**COLLEGE-WIDE MEETING ON FLORIDA RESIDENCY:**

Mr. Stewart reported that at the morning Registrars' meeting there was a consensus to have an annual meeting with as many of the staff who deals with residency. The purpose of this meeting is to attempt to achieve some sort of consistency in the way we apply the rules for residency. The date that was selected was December 14, 2001 from 1:30 to 4:00 PM at the Wolfson Campus.

Mr. LaRoue asked the Committee to send him any items that they would like to be addressed at the workshop.

**VIRTUAL COLLEGE FOR INTERNATIONAL STUDENTS:**

The Committee welcomed Ms. Krish Lozano from Virtual College. Ms. Lozano explained in detail how the Virtual College program works and their future plans. They are currently trying to make it easier for the students to navigate through the web sites. The program has students from all over the world; therefore, all information must be on line. Virtual College has 48 seats per class. Some of these students are taking from four to five courses at a time. The interest for developing courses and for teaching them is very high. There are many teachers that are very interested in this program. A forecast was done and they foresee that five years from now Virtual College would be the same size as a small campus. Ms. Lozano announced that continuing ed will be offering courses in the future.

Dr. Epstein stated that the admissions application already has a box under the campus for virtual college. She asked what the department is doing with the documents received from the international students. Ms. Lozano stated that they are currently not doing anything to those documents.

The following decisions were made:

- Admissions applications, high school and university documents received for Virtual College should be sent to the Medical Center Campus for processing. The home campus will be Medical Center.
- For student taking credit courses, an obligation will be placed immediately until all documents requested are received. The students must submit original documents for evaluation. The documents should be returned to the students.
- All F-1 students will be required to submit their high school and college transcripts.
- Currently, Virtual College does not require a language proficiency test. Ms. Lozano will address this issue and will suggest that on the computer literacy test to ask the student to write a paragraph.
- To make payment with the credit card, the students should call the Bursar's office at the Medical Center. Mr. Stewart suggested that Ms. Lozano speak with Rene Ramos to create a separate e-mail address that would say cashier.
- The location code will be 430 until further notice

**NON-DEGREE STUDENTS WITH INCOMPLETE ADMISSION:**

Mr. Jean Bart asked the Committee that for non-degree students who we do not have their high school transcript on file, should we send their transcript to another institution if requested?

Mr. Stewart stated that we cannot stop issuing transcripts. He explained that the basis of admission to the college is either high school or transfer and the problem is that our transcript is going out to other institutions saying we admitted this student because he is a high school graduate.

**PRINTING OF STUDENT ID ON DEGREE AUDIT:**

Mr. Jean-Bart received a request from a staff member in his office to not print the full SS# on the degree audit. After further discussion, the Committee agreed to leave only the last four digit of the SS# on the degree audit.

**ACADEMIC AND ADMINISTRATIVE CALENDAR:**

Copies of revision #4 of the Academic Calendar were distributed showing the latest revision that had to do with additional dates for the grade roll runs and grade updating windows for the Summer terms. The Committee agreed with the calendar and it will be distributed to all Student Services areas.

**ADMISSIONS AND REGISTRATION FORMS:**

Submission of Foreign Transcripts and Request for Academic Amnesty Forms Copies of the forms were distributed with the changes discussed at the last CARP meeting with the addition of the revision dates on both sides. Both forms were approved for printing.

Military Service School Training Record Form: Copies of this form were distributed and the Registrar were asked if they think there is a need for this form now that the military has a transcript for most of their people. Mr. Stewart explained that there is a small need for this form

from people who cannot get their transcript. There was an agreement for the form to be updated and to print a very small number.

Transient Forms from Other Institutions: Mr. Stewart explained that most of these forms are received during the summer. He suggested we need college-wide consistency in the way to process this form. After further discussion, the Committee decided that all transient forms received from another institution will be kept in a file for a few months after the term is over. Mr. Stewart reminded the Committee that the state is coming out with a transient form, which has not been approved yet.

#### **PROCESSING STUDENT'S STATEMENT OF PRIOR BAD CONDUCT:**

Mr. Stewart reported that at the morning session where the Registrars met, this item was discussed at great length. All the Registrars agreed that they were doing exactly what the College policy states, which is as soon as a student submits a paper admission application and also a statement of prior bad conduct, immediately the application and the statement will be forwarded to the Student Dean's Office without further processing. Nothing else will be done until the Dean sends the application back to the Admissions Office stating that it is ok. to process. On the electronic application, when the student answers the question, they are encouraged to submit a statement. The electronic application is processed in the same manner as the paper application

Mr. LaRoue will do some research to find out the state law that requires this statement.

#### **ODYSSEY REPORT:**

Mr. Stewart submitted the following report:

- The new port has been received. Testing will begin on November 2 at the Kendall Campus. Implementation will be done November 19 if everything goes well.
- Registration had to be stopped at the Homestead Campus for a couple of days, this brought up another small problem for the rest of the campuses. An error was coming up saying that open registration is not available yet on the campus. This problem was fixed this morning.
- They are still working on a way to charge fees for non-credit CWE courses. Currently, the fees are part special fees and part standard fees. The fees will be changed to all special fees.
- The mission item letter and the two year rule are still pending.

#### **SPECIAL AGENDA ITEMS:**

Partial Payment - Mr. Carley reported that the issue of partial payment was raised recently. He explained that this would be a situation where a student would give you enough money for one or two courses and the schedule would get validated for those courses and the rest would be left unpaid. This suggestion was denied.

Another situation that originated was where a student would register for credit classes and non-credit classes. On the student's side there are two separate deadline dates. On the cashier's side the deadlines are merged together and there is only one amount owed. At one the campuses the payment was refused for one of the registration because it was considered as partial payment. At

another campus, the deadline was extended until a later date. Finally, at another campus the student was allowed to make payment for one of the registration. This scenario was carefully reviewed and it was decided that there was no reason why we cannot select the courses for all credit or non-credit and pay it off.

Additionally, Mr. Carley explained that the College has always been able to accept money from a student. If it is not enough to cover the schedule, the money received will be deposited in the student's bank. However, the student need to know that once the deadline comes up if there is not enough money deposited in the bank, the system will drop him for non payment. The deposit will be sent back to the student and he will have to re-register. A written statement will be given to the student, which will outlined exactly what will happen if 100% of his money is not deposited in his bank at the time of his deadline.

The next meeting has been changed to November 12, 2001 at 1:00 pm at the North Campus.

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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:**

Committee Members  
Student Deans  
Community Education Chairpersons