

# Miami Dade College

## College Admissions and Registration Procedures Committee

### Meeting Minutes – July 22, 2005

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Homestead Campus, Room B-114; 1:00pm – 4:00pm on Friday, July 22, 2005

#### **MEMBERS PRESENT:**

Alex Baez, Registrar, IAC  
Dulce Beltran, Adm/Registration, KC  
Rulx Jean-Bart, Adm/Registration, WC  
Armando Ferrer, Dean of Students, KC  
Rosa Ferrer, Bursar – District Admin  
Regina Ferguson, Adm/Registration, HC  
Harold Harper, Applications Development, KC  
Marina Hernandez, Adm/Registration, Hialeah  
Steve Kelly, College Registrar, District - KC  
Lily Lindo, Adm/Registration, MC  
Jackie Power, Adm/Registration, NC

#### **MEMBERS ABSENT:**

Alan Berkey, Asst. Academic Dean, KC  
Toni Bilbao, Assoc Provost, District - WC  
Nora Cooper, Advisement, KC  
Ferne Creary, Assist Col Registrar, District – KC  
Floris Giol, International Students, KC  
Pat Lassiter (CAASC), Allied Health, MC  
Josie LLarena, School of Education, IAC  
Isabel De La Serna, Registration, NC  
Jocelyn Legrand, Soc Sciences, WC

The meeting was called to order and a quorum was declared present.

#### **Approval of Minutes**

Minutes from the April 14, 2005 meeting were recommended for approval, seconded, and approved, as amended.

#### **Introductions and Announcements**

- CARP members welcomed new member Marina Hernandez from the new Hialeah Campus.
- Steve handed out: CARP meeting schedule for 2005-06; and STAR statistics.

#### **Special Agenda Items**

- No Special Agenda Items were proposed.

#### **Academic Affairs Report**

- No representative present.

#### **Financial Aid Report**

- Alex and Lily reported a recently developed “in program” requirement for financial aid students;
- This year students will be warned if they register for course(s) that do not apply to their program of study;
- Effective fall semester 2006, aid will not be available for courses that do not meet program

requirements;

- Book vouchers will now be available two weeks before classes begin;
- The short-term loan fee has increased to \$30 (from \$20); note: must apply for financial aid (FASFAA) in order to be considered for a short-term loan.

### **International Students Report**

- No representative present.

### **Greater than 100 Fees to Calculate**

- This remains a problem;
- Because of the way fees are calculated, on occasion a student's fee iterations are greater than 100 – which is over the Odyssey limit;
- Significant manual work is required to overcome the problem;
- Jackie, Steve, Dulce, and Harold will further explore a solution with Ewie Marais.

### **Holds and Edits Project (Online Issues)**

- Steve summarized the efforts of many and results over the past seven months in the design and implementation of more student-friendly online processing of Holds & Edits;
- Currently, 13 “Holds” allow students to continue with their registration actions with warning that the obligation(s) must be satisfied by the pre-registration date of the following semester in order to continue further registrations and access transcripts, etc.;
- Pop-up messages are much less cryptic than before;
- Students are informed at time of registration, on their printed schedule, and two weeks prior to obligation(s) due date(s) through email or data mailer;
- Steve will post the Holds with due dates on the CARPC SharePoint site.

### **TABE Exemptions**

- AD CR LC – if student has a Massage Therapy Certification;

### **Odyssey Report**

- Harold is working on two major projects:
- Holds and Edits (much of which is complete now, but still more to do in advanced notification to students of approaching obligation “due dates”);
- Financial Aid “In-Program” course requirements;
- The current Odyssey Port is being deferred until we take the next year's Port, at which time we'll put them both up simultaneously; there are many technical changes in this Port.

### **Request from New Student Center for Report of HS Students (Jackie)**

- High school counselors are asking for admissions status of students missing HS diplomas or CPT;
- Will investigate with Harold the possibility of adding necessary data elements to a GAP in order to return this information.

### **Admission Letter**

- There is a reference to a “PIN” number which may be confusing to students;
- Steve and Rulx will explore clarification in this matter.

### **FACTS.org – Admissions Form and Three Proposals**

- Steve reported that FACTS.org and the community colleges are developing a common application online form to be used through the FACTS website;
- “Pass-through” colleges (MDC is one) will be consulted (FACTS technicians with IT technicians) prior to implementing anything;
- Post-secondary transcripts look up through FACTS.org;
- Dual Enrollment online form;
- Online Transient Student form – to – application “pass-through” capabilities.

### **Special Agenda Items**

- CE Application Short Form vs. Long Form (web vs. paper) – needs to be clarified.

**The CARPC Meeting was adjourned at 3:00 pm; Campus Registrars and Harold Harper remained to cover other issues not addressed at the CampRegs meeting this morning (due to time constraints); the next meeting scheduled at InterAmerican Campus on Friday, September 16, 2005.**