The monthly meeting of the College Admission & Registration Procedures Committee was held at the Medical Center Campus, Room 2304; 1:00 – 4:00 p.m. on Friday, September 17th, 2004.

MEMBERS PRESENT:
Alex Baez, Registrar IAC
Rulx Jean-Bart, Adm/Registration, WC
Dulce Beltran, Adm/Registration, KC
Ferne Creary, Assist College Registrar, District - KC
Regina Ferguson, Adm/Registration, HC
Floreis Giol, International Students, KC
Harold Harper, Applications Development, KC
Carole Hightower, NC
Steve Kelly, College Registrar, District - KC
Lily Lindo, Adm/Registration, MC

MEMBERS ABSENT:
Alan Berkey, Asst. Academic Dean, KC
Nora Cooper, Advisement, KC
Jackie Power, Adm/Registration, NC
Ron Vorp, Institutional Research, District – WC
Rosa Ferrer, Bursar- District Adm.
Pat Lassiter (CAASC), Allied Health, MC
Isabel De La Serna, Registration, NC
Toni Bilbao, Assoc Provost, District - WC
Armando Ferrer, Dean of Students, KC
Jocelyn Legrand, Soc Sciences, WC

VISITOR (S):
Tom Stewart
Madeline Pumariega, MC

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

Approval of Minutes
The minutes from the May 21 2004 meeting were approved with corrections.

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

Special Agenda Items
Credit vs. Hours of Fees
Published Scheduled Notes
SOAP
Suspension/Dismissal List

Port Test Planning
- October 16, 17, 18 implement- live Oct 18th
- Tom Stewart- consultant
- Port Testing Monday September 27 and September 28
- 2004-1 All problem log- broken down by Odyssey
- IRM- only part that assigns classroom instructor; not sure who should test. Steve will check with the ASTRA leader at Wolfson; typically we don’t do anything with IRM
- Testers and others need to begin testing-will be ready next Friday(September 24)
- Log on to Port environment (DEV, Port);if not access, contact Jack Baar
- Test Batch Report- no special process
- Large batch reports will not print in testing area
Need to test normal routine items not on list, per Harold
Change on ADM screen
Student Database- batch process
Major changes on Degree Audit
Forward list of ID to Jack Baar for National Security
Any new fixes should be installed in new port

International Students/ SEVIS Fee
- New fee effective 9/01/04, $100 to Department of Homeland Security
- One time fee unless students are out of country for 5 months and need new VISA
- Can pay on internet- credit card-print receipt and present at time of VISA interview
- Can mail a US check or money order
- Sending a 4 page form with instructions
- Sponsor or US resident can pay the fee and send receipt to student
- Fee is to assist SEVIS program cost
- If student pays $100 and is denied, can apply up to 1 year without being charged another $100
- International enrollment declining due to VISA’s being denied
- Report to SEVIS every term- have 1 month to report

Translator Lists (for foreign credentials)
- We are to create a list of accredited translators
- Have a list online
- Rulx suggested that International Students Offices maintain the list
- Floris, Steve and Ferne will consult on producing a list
- Madeline- who will maintain and update
- Have a list online
- Have disclaimer to students to make sure students check accreditation before paying
- More of a resource

TMOP 1101.815110 – Foreign Credentials
- Lily checked with James McMillan-OK
- Approved with revisions

Degree Audit
- AS/VOC degree audit, coming soon
- Bachelors Degree Audit to follow
- Wanted to implement AS- not ready
- Karen Hodges- inputting info to anticipate changes
- Pending Karen’s input will be available next week
- No problems with AA degree- minor problems along the way
- BA must be in by October 18th
- 33 items- wish list
Amnesty and CLAST
- CLAST exemption- lose the exemption to ADD
- Look at FORM- Academic Amnesty
- Should be two forms- add Financial Aid warning
- Ask Anna Montero for form to update

SACS Visit
- Oct 5th ,6th ,7th  2004
- All hands on deck

Course Number Changes
- FYI
- Karen Hodges distributed a list to Deans, Department Chairs
- Changes to be input week of September 20th ,2004

Adjust Calendar
- Timing Issues with publication production - recommend CARP accept line 20 revisions
- Passed

Initial Date of Registration on Printed Schedule
- VA- has to report on students initial registration date; can we place/keep that date on students’ printed schedule
- Madeline --should not use schedule as reporting mechanism
- Recommendation not passed by CARP

Adjust Calendar- Rollover/ Publication
- Show and not print all if shows on all screen- will print- ask Dulce
- Will show on screen, on students schedule, but not print on handbook

Change of Functionality for RSRSVC
- Once refund date is over- defaults to next term
- Reject change

Call Center Processing Shifts
- Pilot test mid October
- Calls to 237- 2000 going to the Call Center
- Call Center will no longer do academic advisement
- Information Center is more the concept
- Suggest training

Special Agenda Items:
Credit vs. Hours of Fees
- Override- CU CC MR
- Maintain
➢ Vocational
➢ Endorsed- cannot change unless variable

**Suspension/ Dismissal List**
➢ Registrars receive list once grades are run
➢ Harold will see if it is printed and routed by campus
➢ List should also be routed to Campus Advisement Directors

**SOAP suspensions 2004-1**
➢ No student would move from clear to suspension or dismissal
➢ Opted to place them on Suspension Alert
➢ All will be suspended at end of this semester

**Today’s CARP meeting adjourned at 4:00 pm; next meeting scheduled for November 19th.**

**Distribution**
Committee Members
Student Deans
Community Education Chairpersons