

Michigan Community College Registrars
Thursday and Friday, June 26 & 27, 2003
North Central Michigan College
Student & Community Resource Center Room 550

Present: Stacey Barnes, Chris Beacco, Steve Eaton, Tammy Grosbauer, Tammy Headworth, Kay Keck, Michael Kindel, Kassie Lindsey, Penny Lund, Sherrine Matusik, Vicki Oddo, Carol Taberski, Chris Waid, Bettye Willson.

The meeting started with dinner on Thursday night with general discussions, as not all attendees were present. As usual, many items were discussed and lots of information was shared. The following are brief comments from the meeting. For further details, contact any person who attended.

Penny Lund was welcomed as the newest registrar. She recently began at Kirtland, having moved from Mid Michigan Community College.

A draft copy of the Activities Classification Structure Manual was distributed. Some items discussed were Count Day definitions, the need for written residency verification requirements, what constitutes contact hours (there is such a thing as too many minutes per contact hour), making notations of students who drop and when a transcript includes a W, the academic year and changes in ways money must be reported based on preponderance of the course expenditures, and community service reporting. It was agreed training sessions in Lansing are hard to follow for those new to ACS reporting due to the specific lingo used by the experienced.

Baker College has included high school courses for college credit on their transcript for a fee. The advice is to check Baker transcripts to verify classes are not taken during the time the student had been in high school.

When a student receives a license for practical nursing, many institutions grant credits for the license no matter where the student took classes. The consensus is the student was granted the license through the state and should receive recognition to be able to begin the completion registered nursing program.

Facts Tuition Management, a third-party payment plan, brochure from NCMC was included in the handouts. Mott has a third-party payment plan for students to pay 30 percent down and then make three payments during the semester, which works better than their previous payment plan. There is a \$30 fee for this service.

Excelsior College is a new name for Regents College. Credits are accepted as ASE credits at some institutions. Mott will only allow up to 16 credits for assessment, West Shore will only allow 10 competency credits, and Schoolcraft will allow 45 prior learning assessment credits.

Residency for VLC may be in-district if the student is in-district for any community college, whether they are admitted at that school or not. Schoolcraft will develop a "hybrid" transcript to be able to bring in VLC grades for GPA purposes when a student does not meet residency requirements.

Institutions which recently switched from social security numbers to ID numbers have experienced very few problems. One school will give out a student's ID over the phone when the student can answer three, unique questions. Most schools have the ability to use either social security numbers or IDs, which give more flexibility to both staff and students.

On-line registration is available to students four months before walk-in registrations at West Shore. North Central no longer has walk-in registrations and has no enrollment forms. Schoolcraft has counselors remove holds so students may register on-line.

Financial aid students at Mid Michigan are treated as if they will be full-time students. Any reduction in credits and potential reduction in financial aid will become the student's responsibility to pay. The FA student signs a form agreeing to this when applying for FA. West Shore requires the student pay the difference any collection agency receives.

Grand Rapids tracks student issues and appeals in their data base system. By keeping track and reporting numbers, they are able to monitor repeat problems and issues externally and internally to make improvements.

Lansing uses mass email notifications. The first time they used it, half the addresses bounced back. As they continue to use the service, fewer addresses come back as incorrect. When a student goes on-line, the first thing they see is, "Update your email address."

Of the twelve schools represented at the meeting, six are AACRAO members. CLHE, the Council on Law in Higher Education, is a good source for legal information within education.

Fresh-start policy requirements are varied. Some institutions require five years to have elapsed from the request for fresh-start. Others require a specific number of successful credits.

Attendance records are taken twice a semester by some. If you drop students due to lack of attendance, state regulations say you cannot do it for financial aid students only, but must do it for all students.

Multi-view software allows a student to download the college catalog to their own computer without having to view it on-line, very efficient for Schoolcraft's students. The web site is <http://www.mvinc.net/>

New courses in the curriculum are not mailed to four-year institutions as they are developed. It was felt the four-year schools would rather have them once a year and not individually. Some schools send a catalog with new courses highlighted.

Next Meetings: St. Clair County Community College – September 26, 2003
 Kellogg Community College – January 30, 2004
 Northwestern Michigan College – June 25, 2004
 Schoolcraft Community College – September 24, 2004