

Meeting Summary
Michigan Community College Registrars
September 30, 2005
@ Montcalm Community College

Transfer equivalencies: Colleges were at various stages with course equivalencies. Most are just starting the process of posting to the web. Some colleges decentralize the evaluation process and have the departments evaluate the occupational courses while the registrar does the gen ed courses.

Orientation: Colleges shared orientation processes. Duff mentioned that Delta has a slick on-line version. <http://www.delta.edu/admit/orientation-on-line.htm>

Additional credits for additional degrees: Several schools require a specified number of credits beyond the first degree to receive a second degree. A few require only that students complete the degree requirements.

FERPA and web services: Discussed log ins and passwords/IDs. Issues included “predictable”, sequential IDs, changing passwords and security issues. Howard mentioned that the best FERPA workshop you’d ever want to attend would be available as a pre-conference workshop, FERPA: Cradle to Grave, at the fall MACRAO conference.

Distributing student schedules at the counter: Do we ask for picture IDs to give students copies of their schedules? How do we handle over-the-phone requests for information? Overall, students were directed to web services, if possible. Otherwise, ID was required to give out information. General identifying info can be used for phone requests, but “red flags” should prompt us to go deeper for information. If uncomfortable, ask them to come in with picture ID.

Subpoena of records: Don’t be rushed. Follow protocol. Ask for specifics on what they want. All records (short of sole possession records, such as, grade books) are fair game. Be careful what you put in your files! Electronic files, e-mails, etc. are considered student records.

Third party shredding companies: Be sure they’re bonded and reputable. Watch out for fly-by-night or fund-raising groups.

Clearinghouse updates: There are a couple of schools not using the Clearinghouse. There is a session at MACRAO.

AVECO and veteran certification: <http://www.gibill.va.gov/>
<http://www.osfa.uiuc.edu/aveco/index.html>

Non-credit registrations: Overall, most felt that keeping non-credit registration in Student Services (vs. letting community ed or business & industry do their own) is the way to go. You keep more control over records and data for reporting.

Miller College: FYI—This is a new private college in Battle Creek.

ACT/MEAP: ACT will replace the MEAP starting with the class of 2008.

Residency requirement for graduation: Ranged from 12-24 credits.

MCCVLC: Vicki shared that Mike Wahl had furnished her with a spreadsheet of equivalencies that West Shore had submitted to the VLC. Could be a start for your database for the transfer wizard. Will Mike do this for you, too? Yes.

Double credit on transcripts: When transferring in credit, how do you avoid posting duplicate credit for a course (e.g., ENGL100 posted in both the transfer area as well as the native credit area)? There didn't seem to be a magic bullet for this one. Keep a watchful eye. Jenzabar shows it as a repeat on the transcript.

Wage disclosure: This initiative was started several years ago and continues to stall in legal quagmire. Stay tuned.

Forgiveness of failing grades: Most schools have some sort of amnesty policy. The policies themselves vary from having all or nothing forgiven to only certain courses within certain semesters being factored out.

Insurance verification on letterhead: It seemed that everyone would comply with a company's requirement for verification on school letterhead. Vicki mentioned that there might be a way to customize your attendance verification through the Clearinghouse.

Next meetings:

Grand Rapids: January 27, 2006

Delta: June 30, 2006

Jackson: September 29, 2006

Lansing: January 26, 2007

(Disclaimer: My apologies for some lack of detail. I'm not famous for taking copious notes. ☺ --Denise)