

Michigan Community College Registrars  
Friday, June 30, 2006  
Delta College  
Board Room, B-Wing

1. **Academic Forgiveness Transfer Credit**

- This does not seem to be a problem, as most classes considered in academic forgiveness are not counted towards transfer. At Monroe students get to choose which classes to use. At Delta, courses with grades 'C' or above are recorded as 'P' and courses 'C-' or below are recorded as 'NC' and only 12 credits of 'P' are allowed towards graduation.

2. **Commencement Planning. Are Honors Read? Associate in Arts vs. Associate of Arts. Attendance?**

- Jackson self-identifies – if you or a family member needs help (i.e., wheelchair/signer). Oakland has someone work with challenged students & will know if someone needs help and will design to accommodate them. Washtenaw self identifies and is also able to make last minute changes if needed. They also have a rehearsal which would identify any needs. Lansing assigns student employees to push wheelchairs.
- North Central uses grades up to final semester; grades could change once final grades are posted. Washtenaw just reads names. At SC4 all Associate degree graduates go up but they will also read other degrees if needed.
- Should be Associate in Arts according to North Central.
- Lansing – Board of Trustees attend. Most have all Board members show up. Monroe mentioned that the latest trend in commencement speakers is former students. Bay has a contest that is judged. Some schools require speeches in advance.

5. **What is your policy when classes are full? What do you tell students? E-Mail Address.**

- Monroe uses the Datatel waitlist management process. The total responsibility is on the student. Faculty can also see how many are on the waitlist and they can open new sections. Delta uses Datatel waitlist management process too. Lake Michigan - if faculty won't add classes, why bother with the waitlist? They call waitlists and only about 30% take the waitlisted class. Bay uses Jenzibar waitlist feature – has to be automated. GRCC confirmed that it needs to be automated. Washtenaw just registers the student.
- SC4 wants to know if colleges assign e-mail addresses. Some assign others let students use their own.

3. **Scanned documents and destruction of hard copies. Electronic signatures. Imagenow users?**

- OCC wants to know if it's legal to shred old paper records/microfilm once they're scanned. Yes it is.
- Northwestern – When students apply on-line, is there a 'signature'? Lansing students have to use their username and password to consider it their signature. GRCC noted that there is possible legislation about verifying information sent electronically.
- Jackson would like to know if anyone has Imagenow. Montcalm is just starting to use it. Mott is not using it anymore.

4. **Defining Freshman and Sophomore levels**

- Does not seem to be an issue.

2. **Do transfer-in credits count for class levels?**

- Yes.

4. **Requiring High School and college transcripts. Tech Prep requirements and reporting students.**

- Some require transcripts some do not. Some are going back to requiring high school transcripts.
  - Lansing – Academic Competitive Grant involves evaluating high school transcripts. Is anyone doing this? Evaluations will probably go through the Financial Aid Office.
7. **Changing majors, do you limit? Must students have a correct major declared? Notifying Financial Aid of active programs.**
- Jackson puts a hold on all students once a year to make them declare their major. SC4 checks each semester. Bay includes the program code in their residency letter (with return service requested) in fall and winter.
  - Financial Aid is responsible for knowing which programs are active.
3. **Subpoena from an Assistant Special Agent from the Immigration and Customs Enforcement Bureau. What do you do?**
- If they're F1 International Students, they do not need a subpoena. Paul from Monroe said there are three requirements for subpoenas: It has to be right, nothing can be crossed out and it has to be hand signed.
  - MACARO Conference in Traverse City – if anyone has any subpoenas or questions regarding subpoenas, please get them to Howard (GRCC) to ask at the conference.
3. **MACRAO Surveys.**
- Pete (SC4) asked if there could be a database of questions from Admissions and Registrars. Mark Ulseth (HFCC) and Pete will be setting it up. Possibility of having a dedicated site for MCCR on the MACRAO website.
2. **Retention of Grade Books.**
- How long are faculty supposed to keep grade books? AACRAO Guidelines will need to be checked. With Blackboard, the information is stored.
4. **ConnectEdu**
- Howard (GRCC) wanted to know if anyone else had been contacted by ConnectEdu. Lansing has heard from them. All information from your database is sent to them. There was a question about privacy issues. How is it different than the Clearinghouse or Alumni having the info? The Clearinghouse basically uses directory information. ConnectEdu is new and there are questions about who they are and what do they represent. This will need to be discussed further once everyone has heard from them.
6. **Location for Registrar's Drive-In – Houghton Lake?**
- Would anyone want to plan our conference around the articulation conference? Keep the meeting separate.
8. **Registrars' Office Staffing**
- Already answered.
10. **Full-Time/Part-Time status for summer semester.**
- Discussed how many credits are used for the summer semester. Nothing changes for some schools (12 = FT; 6 = PT). It doesn't matter how many weeks a class runs.
12. **Do you limit the number of times a student can repeat a class? Including Audit?**
- Some use the state auditors policy of three times. It was mentioned that state auditors should not be making policy. The State has cited some schools. Carol approves any requests over three at Northwestern. The Division Chairs at Delta approve. Counseling approves at Oakland.
14. **Registration information retention.**

- Already discussed (see #11)
- 2. **Do you put membership in groups like Greek societies on transcripts?**
  - Northwestern does not. AACRAO Guidelines state 'No' (listed in the 'Orange Book'). They could be included on a 'Co-Curricular' transcript.
- 4. **Monitoring programs for Financial Aid.**
  - Financial Aid monitors for most schools.

Howard talked briefly about the American Institute for Foreign Studies ([www.aifs.com](http://www.aifs.com)) and the possibility of international partnerships with foreign schools. Are/would they be covered by financial aid? Delta sets up special arrangement for classes. Washtenaw sets up classes as independent studies. Lansing sets up as LCC classes even though they are taught in Japan. There is no indication on the transcript that it's taught in a foreign country. Dan Segura provided the following information (after the meeting). Stephen Kazar, Special Assistant to the President – International Studies at SVSU, is the former Executive Vice President of the American Institute for Foreign Studies. If anyone has any questions, he can be reached at (989) 964-2167 or by e-mail at [sjkazar@svsu.edu](mailto:sjkazar@svsu.edu).

Meeting adjourned at 2:30 p.m.

#### **Upcoming Meetings**

Jackson – September, 29, 2006  
Lansing – January 26, 2007  
Bay de Noc – June 29, 2007  
Monroe – September 28, 2007  
Oakland – January 25, 2008