

Michigan Community College Registrars
Friday, January 26, 2007
Lansing Community College
Room 107 Hermann Conference Center

Attendees: Duff Zube, Delta; Howard Shanken, Grand Rapids; Rose Klee, Jackson; Lori Evans, Kalamazoo; Denise Newman, Kellogg; Luann Beilfuss, Kirtland; Tammy Grossbauer, Lansing; Vanessa Bell, Lansing; Lori Myers, Lansing; Paul Schmidt, Monroe; Denise Edwards, Montcalm; Tammy Headworth, Montcalm; Troy Boquette, Mott; Jean Roberts, Muskegon; Mike Kindel, North Central; Carol Taberski, Northwestern Michigan; Tracy Miller, Schoolcraft; Larry Aeilts, Washtenaw; Vicki Oddo, West Shore

1. MACRAO Fall Conference Update

The MACRAO Fall Conference will be held at the Amway Hotel in Grand Rapids on November 7, 2007 – November 9, 2007. There will be a dinner and reception at the Gerald Ford Presidential Museum. There are 14 people on the local arrangement committee. Anyone can submit ideas for the conference to the executive committee.

2. MACRAO Certificate

Delta was wondering if any other colleges grant certificates when MACRAO is satisfied. They currently indicate on the transcript Associate in Arts/MACRAO and Associate in Science/MACRAO. They are looking at having a certificate for general education in which the transcript would indicate General Education/MACRAO. Monroe thought they should follow guidelines for terminology. Grand Rapids didn't think the executive committee of MACRAO would want a degree called MACRAO. Delta said they have been doing this for 20 years. Most institutions note that MACRAO is satisfied as a comment on the students' academic history.

3. MACRAO – Humanities and Social Science

Grand Rapids has many courses that can be used as Humanities and Social Science for MACRAO. The student can decide which discipline they want to have the course going towards. Grand Rapids wanted to know if other institutions have this same situation with their courses and MACRAO.

Delta has a western civilization course that can be used in two discipline areas, but can only be used towards one discipline.

4. Connect.edu

Schoolcraft is unsure if they should use this service.

Connect.edu connects high schools to community colleges to universities. They claim they get information to flow seamlessly. This works fine in Texas where the school system is set up differently. They provide a transcript service which recreates a transcript for you. There are no set fees on what they charge. It allows everyone to view transcripts. For example, a high school can view one of their past student's college

transcript to monitor a student's success after high school. Grand Rapids said we should be cautious of this as Registrars – we protect records. Privacy issues are a concern with this service.

Eastern uses them.

MCCR viewed a demo, but were not impressed. The group came to the consensus that this is not beneficial.

5. Clearinghouse for Transcript Sending

Mott uses the Clearinghouse for verifications, but not for transcripts.

Jackson, Delta, Schoolcraft, and Grand Rapids don't charge for transcripts.

Schoolcraft is thinking about using the Clearinghouse. If they do use the Clearinghouse, the student would then be charged for transcripts.

North Central Michigan doesn't charge, but there is a \$10 fee charged for records when the student first enrolls.

Northwestern increased their transcript fee from \$2 to \$5 and only received one complaint.

6. Transfer-In Credit: Do You Accept D Grades?

Kalamazoo is the only institution in attendance that transfers in D graded courses.

Lansing will transfer in a course and flag it with a "TRL" (transfer low – below 2.0), if the student requests that the course be transferred.

7. Honors Program

Mott, Delta, and Lansing indicate that the honors program has been fulfilled on the transcript. Northwestern puts a gold sticker on the diploma.

8. Faculty Submission Dates for Grades

Jackson gives their faculty two days to submit grades.

Northwestern gives their faculty four plus days to submit grades. If no grade is submitted, an "I" (incomplete grade) is granted.

Grand Rapids gives their faculty two to three days to submit grades.

Lansing gives their faculty til 8:00 a.m. on the second business day after the semester to submit grades. If no grades are submitted, a "NR" (not recorded) grade is issued.

Schoolcraft sends a campus wide email indicating the faculty members that did not submit grades.

Montcalm can dock the faculty pay if grades are not submitted.

9. Re-Sending Transcripts Based on Previous Requests

North Central was wondering if other colleges resend transcripts, if it has been four months and there have been changes to the transcript.

Delta and Mott resends the transcript.

Jackson and Lansing will resend the transcript, as long as it is being mailed to the same address.

10. Course Re-Numbering Issues

North Central wanted to know if other colleges reuse a course number.

Jackson will reuse a course number, only if the number was assigned but then never was used. Reports are checked to verify that the course was never taken by a student.

Grand Rapids will reuse a course number, if it has not been used in ten years.

11. Assistant Registrar Position

Kirtland was inquiring about the responsibilities given to Assistant Registrars at other institutions. They are developing a new position.

The group agreed that you should always submit positions as Assistant or Associate Registrar. Hopefully, your institution will approve the title. It is easier to get a position created with this title, than to have a position's title changed to this later. This title implies authority. Always go for this title.

12. Verification When Releasing Information to a Third Party

Montcalm wants to know what other colleges use as verification to release information.

Northwestern requires a release form signed and on file, then the third party gives a password, usually the last four digits of the inquirer's social security number.

Mott has a password that the student has provided the college. The password is given to Mott whenever information is to be released.

13. Probation Holds Which Do Not Allow Students to Drop Online

Northwestern was wondering if other colleges were having a similar problem.

Washtenaw forward dates these types of holds.

Monroe has this problem too.

Most student systems don't allow students to drop when there is a hold.

14. MCCVLC Updates

Various issues were discussed regarding MCCVLC. Several colleges indicated that a very small percentage of their enrollment is from students in MCCVLC. The group agreed that it is cheaper to take courses with an individual institution, than with MCCVLC. This would save the students money, unless they have financial aid.

Lansing had a problem, because MCCVLC doesn't track dropped courses.

15. Late Registration

Grand Rapids said that after a class has met twice, students are not allowed to register for courses.

Lansing allows students to register, if the course has not met yet. If the class has met, the instructor and department approval is required.

Kirtland allows students to register, if the course has met once. New students can register for a course, if the course is on a list provided to the Registrar.

Washtenaw has a no registration day, the day before the semester begins.

Northwestern allows students to register, if the course has not met. Have to have approval, if the course has met.

Jackson has drops and adds the first week of the semester. There is only drops the second week of the semester, unless there is instructor approval.

Kalamazoo and West Shore allow registration during the first week. Beginning the second week, instructor approval is required.

Mott needs the Dean of Student Services approval.

16. Academic Amnesty

Everyone is asked to send Kirtland a copy of their academic amnesty policy.

It was suggested that you should make sure your document indicates that academic amnesty is not revocable.

17. Document Names for Short-Term Training

Montcalm inquired whether or not other colleges grant certificates for short-term training.

Monroe only grants certificates from the Registrar's Office, if the certificate has been approved and is in the catalog. If it is not in the catalog, then the department can provide a certificate.

Grand Rapids grant degrees and certificates, if the courses are for credit. If it is for non-credit courses, a certificate of completion is granted.

Jackson provides a letter from the Registrar's Office with the president's signature.

18. Granting Transfer Credits

Lansing wanted to know if other colleges grant transfer credits for all the credits on the transcript or only for general education courses.

Mott transfers in everything.

Northwestern transfers in all the credits. They don't list all the specific courses, only the courses for the specific program.

Jackson transfers in all the credits. They do not grant general credit.

Monroe transfers in general education courses and anything that applies to their program.

West Shore will transfer a maximum of 40 credits.

19. Diploma/Certificate Stock

Most college's use the same stock for diplomas and certificates.

OTHER ISSUES DISCUSSED

Michigan Transfer Network

MACRAO signed a contract with MSU, for MSU to be the technical support for Michigan Transfer Network. MACRAO is providing the hardware. At the Registrars' Drive-In, they may be asking colleges to be part of a group of beta schools. It does not cost anything to participate.

Contact/Billing Hours Vs. Credit Hours

All except four colleges charge per contact/billing hours. These four schools charge per credit hours.

Registering for the Same Course During the Same Semester

Nobody allows this to occur.

Maintaining History of Grade Roll

Nobody backs up faculty records.

Academic Suspension

Mott will send Grand Rapids a report regarding this.

Northwestern applies 10% on first probation, 4% on second probation, and 1% suspended each semester.

Lansing has nobody suspended, but does have 900 – 1000 students on probation.

Monroe has 3% dismissed.

Registrars' Drive-In

The Registrars' Drive-In is on March 30, 2007, at Walsh in Novi. It is from 9:30 a.m. to 3:00 p.m.

Meeting adjourned at 2:30 p.m.

Upcoming Meetings

Bay – June 28 and 29, 2007 – Terrace Bay Inn, 906-786-7554 (please bring your catalog for everyone)

Monroe – September 28, 2007

Oakland – January 31, 2008