

Michigan Community College Registrars  
Friday, September 28, 2007  
Monroe County Community College  
Board Room - La-Z-Boy Center

AGENDA ITEMS

1. MACRAO Fall Conference update – GRCC - Howard Shanken  
Howard gave us an update of plans for the Fall Conference and hit the highlights. The unveiling of the Michigan Transfer Network will be the “keynote” for the session. Publicity is being planned and is ongoing. There will be a nice complement of vendors attending and Howard reviewed some of the sessions to be presented. We will be touring the Gerald Ford Presidential Library/Museum.
2. Michigan Transfer Network Update – Paul Schmidt and Mark Ulseth  
Mark and Paul presented the update for the MTN and briefed the attendees on how the MTN came to be and how MACRAO made the decision to become involved. At present there are 44 institutions in the beta test and 27 have uploaded already for a total of over 425,000 equivalencies.
3. Michigan Uniform Undergrad Guest App – Washtenaw  
Some institutions have made this an on-line document. There was discussion that interpretation is not consistent between the two and four year schools. As we discuss, each institution has their own policies and procedures and students need to make sure that they are taking courses that will transfer as they intend. It was noted that the Guest Application was designed to speed up the admissions process, not guarantee transfer credit acceptability. Is there any value in continuing the Guest Application? Yes. Howard made a note to refer this to the Articulation Committee for additional clarification and perhaps the addition of a statement that would allow institutions to release information about the student with their parent institution.
4. Waitlist, who and how –SC4  
There are 4 schools using electronic waitlisting, 2 on Colleague and 2 on Banner. Others were using manual versions of waitlisting. One had stopped using waitlisting. There is interest in how it works, how much time it takes and what is involved in the set-up. The Colleague and Banner processes seem to be similar in concept. Options are to register the student or send an e-mail and the student is responsible for registration. This discussion morphed into a discussion of time allowed for fee payment, and that is no. 6.
5. Imaging microfilm/fiche to CD, companies and costs – SC4  
JCC has such a project being worked on now and reported the cost to be around 7 cents per image. Having a vendor local or close is a plus if you need to retrieve a record. Records Retention: Once scanned, how long do you keep the source documents? It was generally agreed (except by Rose) that after a thorough quality control check, the original documents may be disposed of in a confidential manner. Attendees were encouraged to send vendor names and information to others on the distribution list.
6. Dropping for non-payment, fees to reregister? – SC4  
Cancellation for non-payment has become such an issue that several institutions have instituted a “same day as registration” payment requirement. Those colleges are much happier and have far fewer problems than the rest of us. For those of us that cancel for non-payment, multiple offenders are an additional issue that needs to be addressed. One institution has a registration fee and it is non-refundable. If they register three times and get canceled three times, they still owe the three registration fees. Several have late registration fees. See no. 7

7. Late charges after drop/add? SC4  
Do you have a Late Registration Fee? Most do not.  
LMC has a \$20.00 late reg fee  
Washtenaw \$25.00 per class  
Fees for Drops or Adds after a certain date? Most do not  
This item then morphed into a discussion of what permission is required to get into classes once the semester has started.
8. What do you do about students sitting in class without being registered – SC4  
Washtenaw charges a late registration fee for each class.  
Others have a late registration fee, some do not.  
The issue here is accountability and liability for the institution, and faculty who allow this are exposing themselves and the institution to the liability issue.  
Some say “no” and do not register the student.  
Although some get registered during the semester, at grading time, not on roster – no grade (MCCC).
9. Releasing student info to apprenticeship employers – Montcalm  
What is required to release information? Some schools have the student sign a release, some have the employers put the release permission on the form that the student signs with the employer. Item of concern...release just that semester grades or give an unofficial with all grades? Some give only the classes being paid for. The easy way is to give the grades to the student and let the student release what they want to release.
10. Do you take credit card payments over the phone – NMC  
This was submitted in response to credit company verification policies.  
Almost all schools will take a cc number over the phone, Schoolcraft will not.
11. Do your transcripts include the wording Official or Unofficial, and do you use a raised seal?  
All over the board on this one. Some have special paper for unofficial (MCCC), some print on plain white paper. Some use the same paper as official, but stamp unofficial. Almost everyone will stamp “ISSUED TO STUDENT” if it goes to the student.  
Raised seal: A show of hands indicated about a third of the attendees have stopped using a raised seal.
12. If you fax a transcript, do you also mail that same transcript out? – NMC  
Most in attendance do not fax transcripts.  
Other schools will not fax transcripts without a fax agreement with the recipient institution.  
With one exception, those that did fax, did not mail another copy.
13. Credit for High School Classes – Montcalm  
Topic: Articulated Credit. Montcalm decided to use the test out process or just to allow the course to fulfill pre-requisites. There are rumors of some schools transcribing articulated credit without proper attribution according to AACRAO standards. We must be careful to properly identify any such credit so as not to injure our reputations with our four-year partner schools.
14. Remedial Education Audit – Monroe  
Most institutions are complying with this request for data. Some are removing any personally identifiable data, some are just providing part of the data; some are still working out the process by which they will be able to comply. The big data base in the sky just got a lot bigger and there seems to be no known reason or justification for providing this data.

15. R18, who has tested? – Mott  
This is a Datatel/Colleague question. 4 schools are on R-18, Macomb, Oakland, Monroe and Henry Ford.  
All reported issues, although most were minor. Testing is important.
16. Anyone use Enertron degree auditing? Mott  
No one in attendance was familiar with this product.  
Those using an automated degree audit use the degree audit module that came with our software system.
17. New race categories for IPEDS – West Shore  
Although there are a few institutions that have done something about this, it is still proposed and not required. When the new data is required, our software vendors will update their systems and we will be in compliance. There will be an IPEDS session at the Fall Conference. Speaking of IPEDS....only 3 of the registrars in attendance have IPEDS reporting responsibilities.
18. Internal articulation, non-credit to credit – Montcalm  
Five institutions have methods for converting non-credit courses to credit courses. Methods mentioned include: Internal Articulation, Portfolio Development, Credit for Prior Learning Program, and Credit by Exam. ACE has a guide that has evaluated many non-credit and non-traditional courses and provides a recommendation for awarding credit.
19. Graduation application fees – Montcalm  
Only a few had some kind of fee for applying for a degree.  
How do schools manage the process? Must have 40 (or 45) credits earned to apply,  
See a counselor, Advisor signature.
20. Degree completion communication to students – JCC  
How do we let our students know about the process of applying for a degree?  
Most mentioned: A letter or postcard sent to students who have completed XX credits (40, 45, 50 etc.)  
Posters, information in the class schedule, announcements, staff wearing buttons:  
“Ask me about Graduation”
21. Assessment for developmental for fewer than 30 credits – JCC  
Most schools require assessment for all students other than guests.
22. Will you adjust start of classes after Labor Day – JCC  
LMC Yes (Fall 2008), GRCC yes, Jackson considering, others in attendance No.  
This adjustment will make the semester end just before Christmas, making it difficult
23. Do you post fewer than 30-credit programs on your transcript – JCC  
Many of us have certificate programs consisting of less than 30 credits and if it is an official program of the college will post the award on the transcript. (Approved by curriculum committee, in the catalog, etc.)  
Do you actually print and award a certificate? Yes.
24. Banner schools and CAPP – NMC  
No discussion
25. Special grading for development courses? – Kellogg  
Most all of us had something similar to a P/F, S/F, S/U system.  
None responding used the A,B,C system.  
MCCC has H (Satisfactory) and U (Unsatisfactory) Who knows where this came from?

26. Course substitutions – Kellogg

What is your process for processing graduation exceptions? Is it standardized, who authorizes?  
Kay was unable to attend so attendees were encouraged to send their forms to Kay at Kellogg

27. Transfer Credits and Application for Degree

The topic here was how many transfer credits do you allow toward a degree and will you accept more than that number and put them on the transcript. The responses were generally in the no column with some very arcane exceptions. Schools with limits then need to re-evaluate the transcript when student changes majors. General thought was to do it all at once and not have to go back and do it again.

28. Academic Standing GRCC

Do you use GPA alone or some other method, such as percentage of courses completed.  
The group went nuts with this one, thinking about all the problems they might have.  
Vickie (West Shore) said they used to do it, but changed back to straight GPA because of all the problems.

29. Residency Requirements for Degree Delta

There was a survey done on this recently and Pete will send the results to Duff.

30. Furnishing lists of students to “partner” four-year schools – LCC

Most responded with “no”.  
Macomb will provide if the major is declared and their intent to transfer to that school is declared.

31. Withdrawal deadlines for the semester – Macomb

How long do you allow students to withdraw from a course? Many were 12 weeks, some went by percentage such as 2/3 of the semester, 75% of the semester, Jackson and NMC 90% of the semester. Schoolcraft is creating a “no show” grade, Macomb has it now.

32. Students who have not met pre-requisites – Kirtland

Instructor can ask the student to leave. Run a report and drop them.  
Automatic drop, send letter to student.  
All responding agreed that 100% refund was appropriate.

33. Institutional assigned e-mail addresses - LCC

Six of the attendees assigned e-mails, the rest use what the student provides.  
How long to keep the institutionally assigned address active? Responses varied from 5 years, to one semester after the last date of attendance, with 2 years after last attendance being the most frequently mentioned. Why is there a time limit at all?  
LCC mentioned that Google was going to power their e-mail system for students.

Meeting Adjourned

**Next Meetings:** Oakland – January 25, 2008  
Lake Michigan College – June 26 & 27, 2008