

## Snack Club November 6, 2007 Minutes

Chris opened by having everyone introduce themselves

1. Staff Changes in the Office of the Registrar
  - We've had departures from the Registrar's Office, but should be up to full staff shortly. Amy Moten is our new Enrollment Services Coordinator. She will be doing catalog/timetable and some other behind the scenes activity. If you have issues with enrollment, please contact Amy. Amy has some experience with the University as she came from Political Science on the Lawrence campus. Our Associate Registrar, Leslie Quinn, will be starting on 11/12. She was at LSU-Alexandria and was the Registrar there. She went through implementation there and also saw the school transition from a 2 to 4 year institution. Thanks to everyone for their patience during our recent reorganization.
2. Staff Changes in Student Financial Aid
  - Mark Corona is the new coordinator in Student Financial Aid. Currently a student, but will be full-time in December when he graduates. Now fully staffed with two students who work the front desk area.
3. New Location for Student Financial Aid – 3007 Student Center
  - Another move from Student Services – Student Engagement (Formerly Student Resources, Wellness and Diversity) has moved from 5009 Student Center to G005 Orr-Major.
4. Activation Card for Returning Students
  - This card is needed when a student wants to return to the university after a semester off (not including summer) to reactivate their record in enroll and pay. It is now on-line. This form is not available to be filled out on-line.
5. Announcements
  - November 12, Last Day to Withdraw From Classes
    - This is not a new policy, but is just making sure it is now enforced. This is Veteran's Day, so please encourage your students to take care of it this week, if possible. Somebody will man the office to assure that they are received by the deadline. Instructor must fill out the box with W or F box checked and Dean's office must sign off on it. If a student is withdrawing entirely from the University, these cards need to be filled out for each class AND a withdrawal form needs to be filled out. This needs to be into the Office of the Registrar by 4:30 PM on Monday or the student will have to remain in the course.
  - December 1-Last day students can apply for Fall 2007 degrees
    - This can be done through enroll and pay and is an all on-line process. If a student thinks they might graduate, please have them fill the form out. It doesn't matter if they don't graduate, but if they miss the deadline, they need to graduate in spring. If they are a graduate student they must

remain continuously enrolled. If they don't graduate, they will need to refill out the form for the next semester. (2/15 deadline for Spring and 6/30 deadline for summer)

- Marcia would like the deadline for fall moved earlier so she knows who her people are.
- We contact students when diplomas will be available and ask for their current address.

➤ December 6-Last day of Classes

➤ December 21-Grade Submission Deadline for Fall 2007

- You should have your faculty check their class rosters now to assure the correct students are all listed. Q. Is there a deadline for a student to add a class? No, as long as the professor is willing to sign off on it, we'll put them in the class.
- If you have adjunct faculty teaching for you, they need to log into enroll and pay now. If they have problems, have them check with the help desk. After 12/21 it is a paper change of grade form. (Is this form on-line? No, but we can look into it. How can we facilitate this to departments/deans offices to notify.) You should let your faculty know now that if they don't get their grades in on time, they will be doing a paper form for each student in their class.

January 17-First Day of Classes and first day for late enrollment fee

- Why does class start on Thursday? Giving vacation time, etc. They are talking about an earlier start.

## 6. Questions/Sharing

- National Allied Health Professionals Week Poster Presentation – everyone please come join us from 3:30-5:00 in Hixson Atrium
- Health Policy and Management is working on new curriculum program for the Master's portion. They also hope to have their Ph.D. program operational in the next year.
- School of Nursing has passed the 10/15 deadline and have close to 400 applications. They have extended the deadline to 11/15 so they have 500 applications to work with.
- Graduate Studies in Lawrence changed their name to Office of Research and Graduate Studies so the two names are familiar. So, if there is confusion, please let them know.
- Information Resources is working on Alertus, an audible alarm system goes off and you go read a printed message on a wall mount. This is on campus communication due to the Virginia Tech. problems. The emergency text messaging has already been implemented for students and should be done for faculty/staff soon. This is an opt-in feature. About 50% of our students have already signed up for this compared to 20% on the Lawrence campus.