

COLLEGE OF ARTS AND SCIENCES
STUDENT SERVICES STAFF MEETING

Wednesday, April 13, 2016

10:30 AM –12:15 PM

Toy Lounge

AGENDA

- 10:30am **Course Evaluations**, Tips and Important Dates
 Heather Thompson, Course Evaluation Coordinator
- 10:40am **Post Enrollment Requisite Checker (PERC) Presentation**
 Charlotte Stowe, Curriculum Specialist
- 10:50am **Online Undergraduate Bulletin and Graduate Record (Catalog), Preview**
 Nick Siedentop, Curriculum Director
- 11:00am-12:15pm **Training – How to Set Up and Manage Reserve Capacities for NSO Seat Release**
 Chris Partridge, Assistant Registrar

Note: The Office of the University Registrar has scheduled two identical trainings (April 20th and May 9th) on how to set up and manage reserve capacities for the New Student Orientation (NSO) seat release. The training on this agenda, from 11am to 12:15pm, is identical to the trainings on 4/20th and 5/9th, thus giving you a third option!

As a reminder, Scheduling Officers MUST attend one of the trainings if 1. your department currently manages the seat release process or 2. the University Registrar currently manages your department's seat release but your department would like to begin managing the seat release process.