

College of Arts and Sciences
Student Services Staff Meeting
Wednesday, April 11, 2012
Toy Lounge

Nick Siedentop, Curriculum Director, welcomed the group.

1. Graduate Admissions, Updates

Nancy McKinney was unable to attend, but Melissa Lawrence and Betty Haggerty (Admissions and Enrolled Students Specialists) stepped in.

- Admit/Deny decisions must be submitted by July 1. Any completed applications without decisions will be Administratively Denied. Any incomplete applications will be Administratively Withdrawn.
- Residency applications for fall opens July 1.
- Letters are generally sent within 3 days of decision action/offer.
- To determine if a student has accepted and paid their Enrollment Deposit, go to:
 - Student Admissions > Application Maintenance > Prospect/Applicant Search
 - Fill in Admit Term/Admit Type (New)/Notification Plan (Rolling)
 - Will say DEIN if accepted/Paid if deposited has been paid.
- Student receives a generic rejection letter; does not include specific reason(s) for rejection.
- Reports are available in Apply Yourself to show why student did not accept offer.
- Students cannot enroll in classes until all official transcripts are received from their post-secondary education. Communications will be sent out over the summer to remind students of this requirement and its ramifications.
- AY Application will close for maintenance in July. Everyone's access will be marked inactive, with the exception of the App Eval Coordinator. Graduate Admissions needs a list of people who will need to have access. If they previously had access, you will only need to resubmit their name unless they need their access level changed. Confirm application deadlines and update your website to match those deadlines. Application is currently set to reopen August 15th.

2. Summer Orientation and Registration Presentation

Barbara Lucido and Karla Townley-Tilson provided information on the history and current process for registration at New Student Orientation (NSO). (Formerly, CTOPS)

- Seats are now distributed equally throughout the 12-13 orientation dates and 3 registration appointment times. Registration occurs on the second day of NSO.
- New system provides ample course choices, with fewer scheduling problems during first week of classes.
- Before NSO, Scheduling Office adds reserve capacity to course level to restrict classes and suspends waitlists until early August.
- Approximately 180 classes have seats released during NSO. **Do not change the max enrollments or override students into these classes!**

3. ConnectCarolina, Reports and Queries.

Chris Derickson was unable to attend, but Jen Drake and Tejune Kang stepped in and provided a project update on the Data Warehouse Reporting system.

- Will be released to select group on 4/23/2012, including the Registrar's Office and Institutional Research.

- General availability, no later than September 2012.
- Does not replace PS queries, but this is a more user-friendly system.
- Testing phase is about 85% complete.
- Many uses, including reports on course inventory, schedule of classes, student registration, student profile, and student programs (majors/minors).

Nick Siedentop delivered an interactive quiz on CRAS, and provided several announcements:

- FERPA training is required for all new instructors, including graduate students, before they can be assigned to a class in ConnectCarolina.
- Course Evaluation System opens for student on April 16 and closes on April 27 (9:00 am). Evaluations reports emailed to instructors and available to department coordinators.
- Tar Heel Tracker Adjustment System is now available. Users must complete training for access.
- To track grades, use the "NC_SR_GRADE_ROSTER_STATUS" query.

The meeting adjourned at 12:05pm.