

# Cooperating Raleigh Colleges

## Registrars Committee Meeting Minutes

Wake Tech Community College, Main Campus, Montague Hall

Thursday, October 22, 2015, 11:30 a.m.

Chair/Convener: Holly Swart

**In attendance:** Wake Technical Community College: Holly Swart, Dean of Registration and Records; Michelle Capps, Associate Registrar; Manon Bradley, Information Coordinator; Meredith College: Evie Odom, Registrar; Denise Dworznicki, Records Specialist; Shaw University: Jody Hamilton, Registrar; Jennifer Reaves, Records Specialist; NC State University: Louis Hunt, Vice Provost and University Registrar; Brittany Mastrangelo, Associate Registrar; Jordie Shaw, Inter-Institutional and CRC Coordinator; Saint Augustine's University: Carla Washington, Registrar; William Peace University: Sharon Kissick, Registrar; CRC: Ms. Jenny Spiker, CRC Director.

**Welcome:** Dr. Stephen Scott, Wake Tech president, welcomed the group to Wake Tech on behalf of the administration.

**Introductions and position changes:** All participants introduced themselves as several people are new to the committee and others have changed positions. They each explained which part of the registrar's office they are involved with because it's important for them to know whom to contact for effective coordination among the institutions. Among the newest people to the group is Evie Odom, new as Meredith's registrar but she has been in the office there since 2008. Denise Dworznicki has been handling cross-registration at Meredith for five years. And Sharon Kissick started in June as registrar at William Peace; she worked at UNC-Pembroke before coming here. JoAnn Sauls, who couldn't come to this meeting, is still the main contact at WPU for cross-registration. Jordie Shaw started in March at NC State as the main contact for cross-registration and other inter-institutional coordination working with Brittany Mastrangelo as Associate Registrar. Louis Hunt has been at NC State for 32 years overseeing all of their registration and records as vice provost. Wake Tech's staff has reorganized recently so that now Manon Bradley is in charge of cross-registration, while Michelle Capps is associate registrar. Wake Tech Registrar Holly Swart worked at NC State earlier in her career. Jodie Hamilton has been the registrar at Shaw since 2010 and was previously at Meredith. Jennifer Reaves has been at Shaw since January of 2014.

**Brief overview of cross-registration:** Jenny summarized the rules by saying students need to be full-time as defined by their institution and can only use the system in the fall and spring semesters, not in the summer. Some schools allow online courses to be a part of the process, while others, such as NC State and Wake Tech do not. Students who take those online courses have to pay a separate fee. For the fall and spring semesters qualifying cross-registration students do not need to pay anything extra, and the institutions no longer have to pay anything as they did some years back.

**Data from 2014-15:** Jenny directed attention to the data in the packets for cross-registration during the 2014-15 academic year. That year resulted in the largest number of transactions in the last 20 years with 489 total course completions. That was 105 more than the previous year. The chart shows data for each school, and she also included a list of all the courses from each institution. Holly said she thinks the Wake Tech numbers are low not only because Wake Tech is new to the process but because they have been restrictive about participation. For example, Wake Tech requires students to have a full-time load without including any cross-registration courses. The other schools tend to let cross-registration courses contribute to the full-time load. Holly said they are looking into loosening some of the restrictions.

**CRC website information:** Jenny also reminded the group to check the data on the CRC website to make sure it's accurate for each school. She pointed out the sheet in the packet that lists the Q & A section for each school. They agreed it would be good to add the Q & A question about what students should do if the course they want is full or restricted. Everyone said the main advice for that situation is for the student to contact the instructor directly. The registrars usually

get involved as well and some schools involve the department heads. They also said to include something about how students should have a contingency plan if the course they're seeking does not become available.

**Subcommittee to be created:** The group decided to create a subcommittee to prepare a document that outlines key components and practices for cross-registration. Then the committee can examine what already exists and perhaps suggest some new approaches or changes. Louis suggested that they include a section highlighting which courses are unique to each institution. Jenny will email everyone to ask for volunteers for that group. Jody suggested that we propose a standard procedure for returning grades to the other institutions. Louis said it's important to send a PDF document with grades so they can't be changed. If a student is graduating, it's important to let the other school know.

**Ideas for more exposure to cross-registration at Wake Tech:** Holly suggested that we set some times for information sharing about CRC cross-registration at some of the open house events Wake Tech has for potential and current students. She also asked Jenny to create a flyer to use for those. CRC could also use these events to encourage transfers from Wake Tech to all of the CRC schools. Louis said this fall around 400 students transferred from Wake Tech to NC State, and they would like that number to increase.

**Questions about online courses at NC State and Wake Tech:** Both of these institutions currently do not allow CRC cross-registration for their online courses. This issue is worth exploring for the future. Although NC State no longer charges its own students for Distance Education (DE) courses, it still doesn't allow free access to other students. Shaw does allow CRC students in its online courses. The other colleges either don't have them or they are in specialized programs and not available to other than their own students. Amanda said that Meredith is exploring adding online and more adult education courses. It was proposed that CRC's key officers explore involving online courses in cross-registration for the future.

**The cross-registration form:** Jenny pointed out the copy of the cross-registration form with a new place for the adviser to check off that pre-req requirements have been verified to prompt review and prepare necessary documentation or communication to validate the re-reqs. The group asked her to alter the form to make it more obvious where to put the student's email address.

**Spreading the word about cross-registration:** Jenny asked if they got the e-newsletter she sent recently to stress cross-registration. They said they did, and she encouraged them to forward it to all appropriate people.

**Lists of who does what part of registration at each campus:** Jenny asked if they wanted her to compile a complete list of what everyone does in each registrar's office as she started to do last year, but they said they didn't think that was necessary.

--Submitted by CRC Director Jenny Spiker