

Cooperating Raleigh Colleges Registrars Committee Meeting Minutes

Meredith College, October 16, 2014, 9-10:45 a.m.

Convener: Amanda Steele-Middleton

In attendance: Meredith College: Amanda Steele-Middleton, Registrar; Denise Dworznicki, Records Specialist; Shaw University: Jody Hamilton, Registrar; Jennifer Reaves, Records Specialist; NC State University: Brittany Mastrangelo, Associate Registrar; Daniel Corn, Readmissions, Inter-Institutional and CRC Coordinator; William Peace University: JoAnn Sauls, Assistant Registrar; Wake Technical Community College: Michelle Capps, Registration and Student Records Information Coordinator; CRC: Ms. Jenny Spiker, CRC Director.

Welcome: Dr. Matthew Poslusny, senior vice president and provost, welcomed the group to Meredith College on behalf of the administration.

Introductions: All participants introduced themselves with the newest members to the committee giving some background: JoAnn has been in the William Peace registrar's office for three years; Michelle has been at Wake Tech for 13 years, Jennifer at Shaw for nine months after working in registration at ECPI. Brittany is now overseeing the office at NC State where Daniel Corn works and joining the committee in the role Charles Clift served on the CRC committee.

Reminders about CRC registration deadlines:

Data from 2013-14: Jenny showed the report from the data the institutions provided for cross-registration for the fall 2013 and spring 2014 year. (Report attached). The data shows numbers and patterns similar to the last three years. She said that some of the data is not yet in and she will forward the final version when that information is in hand. Most of the discussion was related to looking at patterns in the kinds of courses students take at other campuses. Some patterns noted:

- Fewer Meredith students are taking health and exercise science courses at NC State. Daniel and Brittany said that NCSU has recently changed the way it lists those courses and that may be one of the reasons CRC students aren't finding the courses. They said they'd look into ways to advertise those changes.
- Many Meredith students go to NC State for foreign language courses.
- NCSU also attracts students for marching band and ROTC.
- Shaw now sends more students to Saint Augustine's in ROTC because that program has consolidated at Saint Augustine's. Their students are also often looking for upper division math, English and mass communications courses.
- Students seem to want math courses from Wake Tech.

Update on when CRC cross-registration starts: Late October into November is the general period. Meredith tries to register them all by Thanksgiving, NC State by the second week of November, Wake Tech in mid to late November and Peace and Shaw usually start right after regular registration. Daniel from NCSU said that it's okay to forward applications to him as soon as people have them.

Online courses update: This situation has not changed since last year. 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.

Updates from last year's questions:

- The group was reminded that Wake Tech's students eligible for cross-registration are those who are degree-seeking, have taken at least one semester, are full-time and have a minimum 2.0 GPA.
- Students going to Shaw for cross-registration still need to complete an application called a "special student form."

- Students doing cross-registration still need to start with their adviser and in some cases get permission from department heads and higher.
- Sometimes prerequisite requirements can be overridden if the appropriate people are consulted.
- Emails are still very important for approvals and getting questions answered. Daniel stressed that for him.
- Handling prerequisites was discussed with variations occurring at the different campuses. Michelle said that Wake Tech has a prerequisite checker.

Changes to cross-registration form: The committee decided to add to the cross-registration form a 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.

Additions to CRC Website: The committee decided to add to the Q & A section on the CRC website a part about what students should do when a course is restricted or full. They also said to include something about how students should have a contingency plan if the course they're seeking does not become available.

Miscellaneous observations and questions:

- Which Wake Tech campuses and transportation options for getting there: most of the courses CRC students would want to take at Wake Tech are on the main campus south on 401 or the North campus on the way to Louisburg. Students can get a CAT bus from Moore Square, and there are now more parking spaces available on the main campus.
- Physical education course grades are handled differently at some campuses. NCSU students can take PE courses for pass/fail or a grade. Meredith applies those grades under the transfer grade category. Wake Tech does the same as Meredith and doesn't count them toward the GPA. Peace no longer uses grades for those courses.
- Someone asked if the CRC website Q & A section includes information on campus parking; Jenny checked and it does.
- A discussion took place comparing how Ds and Fs and incomplete grades are recorded. For incompletes several schools allow for extensions—if the instructor agrees. After the rollover date, the grade becomes an F.
- Transfer credit at NCSU appears as a block of credit earned on the student's transcript while at other CRC campuses the individual course and grade is shown the semester the student completed the work.
- Several people wondered about what kinds of courses would be available to their students in adult education programs like Shaw's CAPE program and Meredith's program. They asked Michelle to check to see if those students could take remedial courses at Wake Tech. JoAnn indicated that adult ed courses at William Peace are not currently part of the CRC agreement.
- Some discussion took place about working with students in Veterans Administration programs.

Spreading the word about cross-registration: Jenny asked for their advice about getting out information about cross-registration's existence to advisers and others on their campuses. She reminded them of the e-newsletter with a section about that that she sent to CRC committee and subcommittee members the day before and asked them to forward it to the people on their campus who advise students. She also asked if they could let her know about appropriate meetings on their campuses where they or she could get the word out. Several people said they would contact the people who put content on their campus' website to include information about it. Another suggestion was creating emails to students on the topic.

Advice on how often and when to meet: Amanda asked the group if they thought we should meet more or less often and when. The committee agreed that mid-October once a year works well.

Lists of who does what part of registration at each campus: Amanda asked the group to share their lists of which people in records and registration handle which topics. That list is attached.