

Cooperating Raleigh Colleges

Registrars Committee Meeting Minutes

Shaw University, Estey Hall, Board Room

Thursday, February 22, 2018, 10 a.m.

Chair/Convener: Jody Hamilton

In attendance: **Shaw University:** Jody Hamilton, Registrar; Tanya Barnes-Jones, Associate Registrar; **Meredith College:** Evie Odom, Registrar; Denise Dworznicki, Records Specialist; **Wake Technical Community College:** Manon Bradley, former Registration and Records Information Coordinator; Jasmine Harris, new Registration and Records Coordinator; **NC State University:** Jordie Batts, Assistant Registrar; Holly Cowfer, Inter-Institutional and CRC Coordinator; **Saint Augustine's University:** Martarash Torain, Registrar; **William Peace University:** JoAnn Sauls, Assistant Registrar; **CRC:** Jenny Spiker, CRC Director.

Welcome and Introductions: Dr. Renata Dusenbury, Interim Vice President for Academic Affairs at Shaw, welcomed the committee to the Shaw campus, and the committee members introduced themselves. Jasmine Harris will be taking over the position that Manon Bradley has had at Wake Tech, and JoAnn Sauls told us about the new registrar at William Peace, Ronda Hirtzel, who couldn't come to the meeting. She is coming from the registrar's office at Wake Forest University. Manon is now the Director of Communications for the Wake Tech registrar's offices.

Data in the packets: Jenny pointed out the materials in the packet—minutes from the Oct. 25, 2016 meeting, the committee roster, the list of dates and deadlines for cross-registration, the basic cross-registration procedure form, the special sheet on the Wake Tech process in preparation for cross-registration, and the data on all cross-registration from the 2016-17 academic year. Some key data from the 2016-17 year shows there were 470 students completing courses compared to 455 the year before and the average number for the past 22 years at 414. All member institutions submitted details on completed course, forms processed and courses taken, including a detailed list of all the courses.

Discussion Topics:

- **Graduate students:** Jody asked if graduate students can use CRC cross registration and the group said yes. Evie added that Meredith has a new degree, a Master of Arts in Psychology Industrial/Organizational Concentration. The curriculum does require the student to take graduate level courses in the MBA program along with Psychology courses.
- **Wake Tech process for cross-registration:** Students taking cross-registration courses at Wake Tech first must apply as a Visiting Student. (See details on the attached sheet). The group discussed several aspects of the Wake Tech process including dealing with a North Carolina residency, going through the admissions process and some exceptions, especially for online courses. Jasmine said they are working on making the process take less time.
- **Online courses:** Shaw and William Peace allow cross-registration for fully online courses, but the other colleges do not.
- **Challenges to cross-registration:**
 - **Transportation:** Because Wake County does not have as much public transportation as would be helpful, student transportation is what most members think makes cross-registration most difficult. One of the reasons the most cross-registration takes place between NC State and Meredith is because they are located so close to each other.
 - **Logistics:** They said they think logistics are a bigger problem than awareness.
 - **Dropping courses:** Drop-add dates differ so this can cause some difficulties. Evie said one of the biggest problems is students decide to drop the course but forget to tell anyone. They discussed several ways this is a problem at all the schools.
 - **Parking:** At some campuses cross-registration students must pay. At Wake Tech if the students go through the cross-registration process, they get a parking pass.

- **Getting grades in time for graduation:** This can be a problem because of the different semester schedules. Jody said the students sometimes should ask for the grades for finals earlier to make the graduation deadline.
 - **Background checks:** Some issues have come up about this and have been challenging to work with.
 - **No cross-registration in summer:** This is still not allowed because the courses are fee-based.
 - **Military science courses:** The group was reminded about how cross-registration can be used for the ROTC classes at NC State and Saint Augustine's.
 - **Ways to get the word out to faculty and advisers:** Jenny said she would be happy to come to the campuses for faculty meetings to work with the registrars to get the word out more. She does e-news about it, but worries that people are inundated with emails and so that isn't as effective as it used to be.
- **New members of the Registrar's teams:** The following are new members of the Registrar's teams:
 - **Saint Augustine's:** Jeanese Outlaw, Associate Registrar, jmoutlaw@st-aug.edu, and Kadjah Johnson, Records Specialist, kljohnson@st-aug.edu
 - **William Peace:** Ronda Hertzil, registrar, rshertzil@peace.edu and Tabitha Jones, Records Specialist, tjjones2@peace2.edu
 - **Shaw:** Karmen Belvin, Records Specialist, kbelvin@shawu.edu
- **Changes in physical arrangements:** Meredith and NC State have reorganized or in the process of reorganizing locations of offices related to registration. Meredith now has the offices for registration, financial aid and accounting all in the same area of their administration building, and they think that has really helped students navigate. At NC State Harris Hall is being redone and there will be one help desk to make things easier for students.
- **Best time for next meeting:** Early October

--Submitted by Jenny Spiker