

Cooperating Raleigh Colleges

Registrars Committee Meeting Minutes

Meredith College-Science and Math Building 175

Thursday, June 6, 2013

1-2:30 p.m.

Convener: Charles Clift

In attendance: **NC State:** Charles Clift, Assistant Registrar; Daniel Corn, Inter-Institutional Services. **Meredith College:** Amanda Steele-Middleton, Registrar; Denise Dworznicki, Records Specialist. **Shaw University:** Jody Hamilton-Davis, Registrar; Special Jones, Records Specialist; **Saint Augustine's University:** Crystal Williams, Registrar; **William Peace University:** Nancy Welch, Registrar, JoAnn Sauls, Registrar Coordinator; **Wake Technical Community College:** Amanda Roberts, Dean of Registration and Records; Salanna Holmes, Associate Registrar; **CRC:** Ms. Jenny Spiker, CRC Director.

Mr. Clift started the meeting by welcoming our newest member Wake Technical Community College with Amanda Roberts and Salanna Holmes with the group for the first time. After everyone introduced themselves, the group concentrated on integrating Wake Tech into the cross-registration process. Wake Tech will be taking part for the first time in the spring of 2014.

Looking at the cross-registration form and other background materials in the packets, the following points were explained or discussed:

- The **timeline** for when a student turns in a form until the course is registered.
- Do students from other schools have to **wait to get confirmation** until home institution students are enrolled? All said yes. Is there usually space for CRC students? It depends on many factors. Some classes, such as those in NC State's school of business, are seldom available. Others are easily available. Students must take the initiative to make the process work.
- Do faculty members ever **override** the wait list? Yes.
- **CRC requires that only full-time students in regular fall and spring semesters** can do cross-registration. At all of the colleges and universities the home institution defines what they mean by full-time. Sometimes the college includes CRC courses as part of the full-time load and some don't.
- **There is no cost for qualified students to cross-register.** Like all students they have to pay **special course fees** for such things as lab fees or special supplies.
- **How does the process start?** After students have met with their advisers and get permission from anyone else required by their institution, they go to their home registrar's office to complete the form. Then that registrar sends it to the other school's registrar.
- Any **change in enrollment status** needs to come from registrars' office.
- What about **place holders**? This varies by campus and some needed to check on their own policy.
- How are **grades recorded**? Meredith puts a T (for transfer) after CRC courses. Saint Augustine's is considering a new way to record them. Shaw lists the course with initials indicating which college it comes from.

- **How many students from Wake Tech** will be eligible for CRC cross-registration? Ms. Roberts said she didn't have exact figures but it would be only full-time students going for an AA (Associate of Arts) or AS (Associate of Sciences) college transfer degree. That's about 6,000, but they would also subtract first-term students so it would be less than that.
- Most of those from the current CRC member institutions said that their campuses had students who were **repeat users of CRC cross-registration**. A small percentage takes advantage, but those who do so tend to repeat.
- How is **parking** handled for students from other campuses? Students can usually buy a parking pass but often don't because it's too expensive. For example, the pass costs \$50 per term at Meredith and \$30 at Shaw. NCSU students can catch the free Wolfline bus and can park at some lots with bus service (e.g., at Carter Finley Stadium and the K Mart parking lot on Western Ave). Students at Wake Tech have their parking fees covered in their general fees. Amanda will have to check to see how that will be handled for CRC students.
- Mr. Corn alerted the others than **PE courses at NCSU now have new abbreviations**, which can confuse their own students as well as others. They are labeled with either an H, P or F.
- Several people said that **dropping a CRC course** can be problematic. It would be good to check with the other registrars if a student needs to drop.
- Students need to have a valid ID from their own school to use the other **libraries**.
- Who checks for **pre-requisites**? That's up to the advisers and department heads at the home institution. Registrars at the receiving institutions don't have to check for those.
- It would be helpful for registrars from the non-Wake Tech schools to send an **unofficial transcript** with their cross-registration form for students wanting to take Wake Tech courses.
- Ms. Spiker asked Wake Tech and the others about ways they'd suggest **getting the word out to advisers** about CRC cross-registration. Wake Tech has a college transfer advising center to contact. All of the schools have faculty meetings or training sessions where the information could be provided.
- **How many campuses does Wake Tech have? Five different ones:**
 - Main campus on highway 401 South (9101 Fayetteville Road)
 - Northern Wake campus on 401 North on the way to Wake Forest (6600 Louisburg Rd.)
 - Health Sciences Campus, behind Wake Medical Center (2901 Holston Lane)
 - Western Wake Campus in Cary (3434 Kildaire Farm Road)
 - Public Safety Education Campus, 321 Chapanoke Road
 - And a sixth one will be built in the Research Triangle Park
- **Changes to the approval form:** We could take off the "For Office Use Only" part on the right side as no one uses it any more. Peace students should be changed to William Peace students.

--Submitted by CRC Director Jenny Spiker