

# Cooperating Raleigh Colleges

## Registrars Committee Meeting Minutes

Shaw University, October 16, 2013, 1-2:30 p.m.

Convener: Jody Hamilton-Davis

**In attendance:** **Shaw University:** Jody Hamilton-Davis, Registrar; Special Jones, Records Specialist; **Meredith College:** Amanda Steele-Middleton, Registrar; Denise Dworznicki, Records Specialist. **NC State:** Charles Clift, Assistant Registrar; **Saint Augustine's University:** Crystal Williams, Registrar; **William Peace University:** 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.

Dr. Renata Dusenbury, Associate Vice President for Academic Affairs, welcomed the group to Shaw University on behalf of the administration.

Meeting's emphasis: Now that Wake Technical Community College will be a part of cross-registration starting with courses in the spring 2014 semester, the group wanted to be sure that transition goes smoothly, so most of the meeting was asking and answering questions about involving Wake Tech.

### Topics and Questions:

- What date can we start processing forms for cross-registration at each school?
  - Meredith—1<sup>st</sup> week of Dec.
  - Wake Tech—Nov. 20<sup>th</sup>
  - Shaw—2nd week of Nov.
  - Saint Augustine's—they process them as they receive them
  - NCSU—Nov. 18th
  - William Peace—Nov. 4th
- Amanda Roberts from Wake Tech asked how the cross-registration is done without any money exchanged between the institutions. Jenny Spiker explained that the institutions used to reimburse each other for the difference in tuition costs, but the CRC Board of Directors changed that policy several years ago so that no institutional reimbursements take place. The reasoning is that students enrolling in the sister institutions are filling up seats not being used and no new resources are allotted to accommodate them.
- JoAnn Sauls from William Peace said sometimes their students have been charged extra for cross-registration. The others said that does sometimes happen erroneously, so the registrar at the other school should be contacted so the charges can be dropped.
- How is parking handled for cross-registration students who come to Wake Tech? Amanda said it will be handled like it is for high school students who take courses. After CRC students get confirmation that they are enrolled in a class they go to the Student Activity Office on the campus they'll be attending to get an ID and a parking decal. The office where a student can obtain their student ID and parking pass is the Student Activity Office, the following link provides the Student Activity Office locations as well as office hours <http://www.waketech.edu/student-life/student-activities/college-id-badges> .
- CRC cross-registration students will need to get an unofficial transcript from the other schools for Wake Tech. After they are registered for the class, they need to send that transcript to Wake Tech. NCSU has agreed that once the add/drop period has concluded they will send Wake Tech an unofficial transcript of any CRC student attending WTCC directly to the Registrar's Office. This same method can be used with all CRC Institutions.

- Can a student have an extension of an incomplete past one term? NCSU allows that. The others said they needed to do some follow up to that question.
- Several registrars said that Wake Tech and others need to check with financial aid about a number of issues related to cross-registration.
- Which students at Wake Tech will be eligible for cross-registration? Amanda said it's all full-time students (12+ hours) who are not in their first semester and are not enrolled in developmental education. That may need to be waived for ROTC students taking those courses at NC State or Saint Augustine's.
- Which courses do they think most Wake Tech students will be most interested in at the other colleges? They think they will be the general education courses.
- Which courses do the other registrars think their students will be most interested in at Wake Tech? Peace said biology and Shaw suggested criminal justice.
- Are CRC students put on wait lists? Amanda said she thought CRC students will be put on wait lists. Shaw and Saint Augustine's don't use wait lists for CRC students. Several committee members stressed how students are responsible for contacting professors if they are wait listed and often professors will open the class to them even if they are wait listed. Then the professor contacts the registrar to let the student enroll in that course.
- Are online courses at Wake Tech available for cross-registration? No and that goes for hybrid courses too. Courses whose numbers start with a zero are the online courses. Shaw does allow CRC students in its online courses.
- Amanda said she would send the other registrars a list of Wake Tech courses that will not be available for CRC students.
- Which courses are unavailable for CRC students at the other colleges?
  - Online courses everywhere but Shaw
  - Saint Augustine's has some courses with session numbers ending with an alphabet listing not a number.
  - Meredith's post-graduate courses (for undergrads)
- At all of the schools fees such as those for labs or music courses are paid by CRC students just as they are for the home students. Saint Augustine's doesn't charge music fees.
- Shaw is the only campus that requires CRC students to complete an admissions application as a special student. At the other colleges the registrar sends a form to admissions.

Gathering data for CRC annual cross-registration reports:

That data came in more slowly than usual this year, and Jenny apologized for the deadline plan this year. She gave out samples of some of the reported information and said now that she has all of the data she'll send the complete report for the 2012-13 year in a few weeks. She asked when the best time is to ask for those reports, and the group agreed that early July is a good time.

--Submitted by Jenny Spiker