Minutes
Registration Committee
Wednesday, September 28, 2011

Members Present: Joe Clifton, Becky Doyle-Morin, Beth Frieders, Tera Montgomery, Dave Kieckhafer, Joan Riedle, Adam Stanley, Jason Thrun, and Sheryl Wills

1. The meeting was called to order by Beth Frieders at 8:30 a.m. in Gardner 332.

2. Tera Montgomery volunteered to be chair of the committee.

3. It was decided to rotate the minute-takers for each meeting by starting at the end of the alphabet and going in reverse alphabetical order.

4. The minutes from the March 10, 2011 meeting were approved with a few editorial changes.

5. Last year, the committee passed the motion “After 30 credits completed, a student will be restricted to only 12 credits in all subsequent semesters until all remedial courses are passed”. It is unclear if this motion went to Faculty Senate and Student Senate yet. Beth Frieders will look into this more.

6. PASS update (Dave Kieckhafer)
   a. Dave explained that PASS does not have a good way of dealing with tuition rates that are constant for course loads of 12-18 credits and change outside of this credit range. Therefore, students need to be careful about the order that they add and drop a course after the start of the semester so that they do not have to pay any additional charges. For example, if a student drops a course and falls below 12 credits, then they will receive a 50% reimbursement in the cost difference. However, when they add back a course, they will then need to pay 100% of the cost difference. The Cashier’s Office used to do adjustments to students’ accounts if they were made aware of it, but have now decided that they will quit this practice in the future. Dave will continue to talk with the Cashier’s Office about this and will report back on any progress.
   b. Starting next spring, there will be new advising reports on PASS.
   c. Presently, if a student receives an incomplete grade and does not enroll in a subsequent semester, then the incomplete grade does not change to an F, but stays as an I until the student enrolls again. It was discussed that a better policy might be to have the grade change from an I to an F after 6 months.
   d. The Repeat Policy was supposed to be implemented this Fall; however, it was not implemented due to PeopleSoft issues. The consultants are still working on determining if this policy can be implemented on PASS. In addition, the federal government has created its own repeat policy (effective July 1). This policy states that once a student has received credit for a class, federal aid will not pay for repeats of the course. This policy will also need to be implemented in PASS.
   e. Starting in the Spring, PERC (post enrollment requisite checking) will be available on PASS.

7. The purpose, duties, and membership of the Registration Committee were discussed. Tera will contact Student Senate and Academic Staff Senate to get representatives from these bodies for this committee.

8. The Registration Committee website needs to be updated to include past minutes and the current membership. It is not clear who on campus is in charge of doing this.

9. Meeting adjourned at 9:20 a.m.

Respectfully submitted by Sheryl Wills.