**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

November 18, 2009
103 Old Central
10:30 – 12:00 p.m.

Present:: Kari Alldredge, Barbara Bremer, Celeste Campbell, Christine Crenshaw, Cheryl Devuyst, Jovette Dew, Mary Kay Jennings, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Ruth Davis, and Gail Gates.

1. **Pilot Test with Students Scheduling Adviser Appointments – Kevin Moore**
   Kevin noted that he is just beginning to pilot the adviser scheduling program through Outlook. One student was successful in scheduling an appointment and one student was not. If members are interested in getting a copy of the instructions, let Kevin know. Members asked if all students are on Outlook and it was noted that 75% of the students are on Outlook. Lance sent Kevin a program to review but they still do not know if the program will integrate with Outlook. Members noted that it would be helpful to have consistency throughout the university in terms of scheduling software/programs. Kevin will investigate this other system and share results later. For those using the Arts and Sciences system, they are experiencing some issues on the front end and are working to resolve them.

2. **Update Regarding Prerequisite Statement on Student SIS – Celeste Campbell**
   In the September DSAS meeting this group expressed concerns about the prerequisite wording in SIS as being ineffective in alerting students to check for prerequisite requirements when enrolling in courses. Before taking this back to Information Technology (IT), Celeste wanted input from members. Members asked if the prerequisite could be linked to the course descriptions. Amy wanted stronger wording emphasizing that the student is responsible for making sure they meet the prerequisites by possibly adding a statement "Not all course prerequisite are listed above, see course description".
   Motion was made to deny the proposed wording. Celeste will request suggested wording via email.

3. **Changes to Withdrawal Form – Celeste Campbell**
   The Registrar's Office has been making efforts to review and improve the enrollment process. One area being reviewed is the withdrawal process and the Registrar's Office has made revisions to the withdrawal form. The updated withdrawal form is designed to more clearly define the withdrawal process on the form, provide a form that is accessible to students on the web, clarify signatures required on the form before submission to Registrar's Office, and emphasize the role of academic advising in the withdrawal process. The form is also designed to simplify the routing of the form to 2 or 3 offices only; college student academic services office, International Students and Scholars Office, if international, and the Registrar's Office. The revisions incorporate a withdrawal checklist that will assist students to understand their responsibility to notify other campus offices of their withdrawal. Currently the form can be downloaded. Members asked that the deadlines and International Students and Scholars Office location be added to the form. Also members asked that the statement "email address off campus" be added. They suggested changing the wording in the

catalog to reflect that the withdrawal process should be initiated with the student's adviser or college director of student academic services.

The Enrollment Cancellation form cancels enrollment before the semester starts and should be faxed to the Registrar's Office.

4. **Procedures for Withdrawing Students Who are off Campus – Celeste Campbell**
Advisers could assist with the paperwork and process the same way that they do now. The Registrar's Office will send out updated forms after final approval from the Bursar's Office. Members asked if the Registrar's Office checks for withdrawal of students who receive military or veteran benefits.

5. **Updating Articulation Agreements – Celeste Campbell**
The Registrar's office will send an annual reminder for colleges to update the articulation agreements when the degree sheet update reminder is sent.

6. **Admission Updates – Christy Crenshaw**
Christy noted that the receipt of faxed transcripts from their secure site is now operational using samples from the top feeder schools. The policies in relation to the process are still in draft form. The site is designed to accept transcripts and the sender is asked to certify authenticity when faxing the transcripts. Members asked if Undergraduate Admissions (UA) will be accepting faxed transcripts from high schools and Christy noted that once the policies were finalized UA will send an email out to all high schools which will include the instructions and policies. Kari will be making adjustments to the evaluation process and will be sending out a list of instructions to schools that have secure systems.

7. **FERPA Compliance Recommended Practices – Rita Peaster**
Time did not allow for discussions.

Adjourn: **12:02 p.m.**