

Summer/Fall Registration Concept

Mary Kay Rudolph
Vice president of instruction

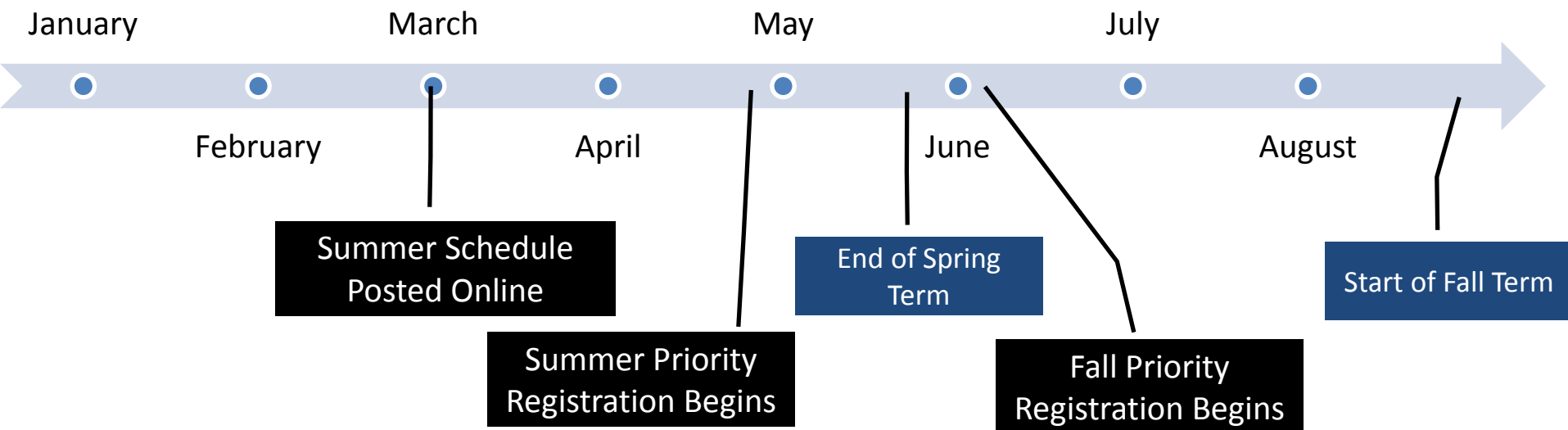
Pedro Avila
Vice President of Student Services

Robert Martinez
SRJC Student

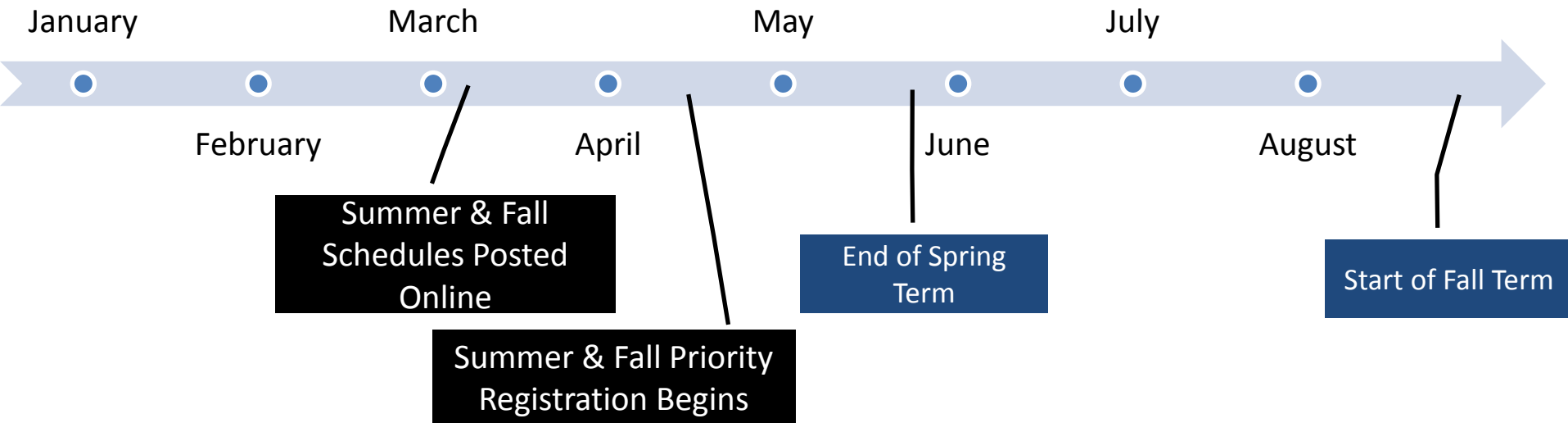
Presentation Outline

1. Current vs Proposed Registration Cycle
2. Benefits of Summer & Fall Combined Registration
3. Student Services – Changes to Process
4. Academic Affairs – Proposed Scheduling Timeline

Current Summer & Fall Registration Cycle



New Proposed Summer & Fall Combined Registration Cycle



Benefits of Summer & Fall Combined Registration

1. Allows students to plan ahead.
2. Allows current students to register for fall before going into summer break (reduces summer melt) & improves persistence.
3. Allows high school seniors to register for fall term prior to summer break (increases access). Also, allows outreach staff to assist them with registration before they graduate.
4. Provide ample time (June-July-Aug) to reach out to students that did not register during their priority registration date.
5. Provides early fall semester enrollment projections to department chairs and faculty before entering summer break.

Student Services – Changes to Processes

1. Provide one priority registration date to students for both summer and fall registration.
2. Modify system to allow registration into both terms (separate transactions).
3. Conduct pre-requisite drops at end of summer term.
4. Align counseling services/activities with new process.
5. Align outreach activities with new process.

PROPOSED TIMELINE FOR DEPARTMENT CHAIR DISCUSSION

**September 5, 2017 - Summer & Fall 2018 Proof 1 distributed to Department Chairs
(Summer - Nov. 18/Fall - Feb. 28)**

Summer Schedule Timeline

		Current Timeline
1-Nov-17	X18 Proof 1 due to Supervising Administrator	(Dec. 1)
7-Nov-17	X18 Proof 1 due to Scheduling	(Dec. 6)
November 21-22, 2017	X18 Proof 1 FTEF Review	(Jan. 9 & 10)
27-Nov-17	X18 Proof 2 to Chairs	(Jan. 11)
11-Dec-17	X18 Proof 2 due to Supervising Administrator	(Feb. 2)
15-Dec-17	X18 Proof 2 due to Scheduling	(Feb. 7)

Fall Schedule Timeline

16-Nov-17	F18 Proof 1 due to Supervising Administrators	(Mar. 16)
28-Nov-16	F18 Proof 1 due to Scheduling	(Mar. 23)
January 8-9, 2018	F18 Proof 1 FTEF Review	(Apr. 7-10)
10-Jan-18	F18 Proof 2 distributed to Chairs	(Apr. 11)
6-Feb-18	F18 Proof 2 due to Supervising Administrators	(Apr. 24)
12-Feb-18	F18 Proof 2 due to Scheduling	(Apr. 27)

Summer/Fall Schedule Joint Processes

February 28- March 2, 2018	X18 & F18 FTEF Review (X – Feb.21 & 22)(F – May 8 &9)
5-Mar-18	X18 & F18 Schedules posted online (X–Feb. 23)(F–May 10)
March 19-23, 2018	Spring Break
April 2-April 27, 2018	X18 & F18 Priority Registration (X-April/May)(F-June/July)