Deans’ Cabinet Action Items – July 8, 2014

I. **Late Registration Fee: Summer/Winter (Karen Spellacy)** – Students who did not pre-register by the deadline and who did not plan to return the following semester are still charged a $50 late registration fee (unless these students notify us that they are not returning, we do not know). If the student decides to take an off term course, the hold is keeping them from registering for it. These students do not feel that they should have to pay the fee since they are not planning to return the following semester. In an effort to make things simpler, the Student Service Center suggested making the students pay the fee, whereas the hold will come off and they can register. If they later decide not to return for the following semester for whatever reason they can appeal the fee to the Provost. The rationale is that regardless of why they take a course in the off term, they still failed to register for the following semester. Because the number of students in this case is minimal, we will continue to proceed the way we have been. **Karen:** Notify Kerrie Cooper that we are going to continue addressing this situation as we have been.

II. **Summer C-2’s (J.D. DeLong)** – A discussion ensued regarding Deans’ offices submitting a spreadsheet to Human Resources for off-term schedule changes after the deadline date rather than C-2’s. It was decided that submitting the C-2’s is the preferred procedure so they will continue to be submitted instead of spreadsheets.

III. **Admitting new students after 7/1 deadline (J.D. DeLong)** – Admissions will screen potential students to ensure they meet Admissions requirements. Those students that meet entrance requirements will be reviewed by the appropriate Dean. Paper files are no longer available; Deans will review them using BDMS. Admissions will notify the Dean when there is a student to review.

New Business

VII. **Future discussion topics (Dr. Szafran)** –
   a. Offer incentives to students to pre-register before the deadline such as having their name put into a drawing to win a raffle
   b. Reach out to students who have dis-enrolled in the past 5 years to try to get them to return
   c. Offer some fun courses during the summer to entice students and generate additional summer revenue
   d. Summer bridge programs for new incoming freshman