

## Winter Registration Weekly Go Live Meeting Minutes

**November 11, 2010, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Kathleen Moberg, Pat Fifield, Joe Lampo, Veronica Aparicio, Shawna Aced, Bill Baldwin, Jim Clow, Drake Lewis, Rich Schroeder, Susan Malmgren, Joan Pena-Ferrick, Bill Baldwin, Stephanie Franco, Laureen Balducci, Pat Fifield, Rachel Tai and Kari Elliott (note taker).

### 1. Winter Quarter Registration:

- Test results from November 5<sup>th</sup> test session.
  - When checking a class to register in look up classes, would not always work the first time.
  - Can register for a regular class and the same class in distance learning – problem has been reported to SGHE.
  - Mixing lab and lection sections (Foothill)
    - Need to make co-requisite at section level.
  - Repeatability issues with course that have name changes.
  - Pass/No Pass is working.

### 2. Counseling Needs:

- Need Tech support to test probation.
- Need Tech support for email notification when students are on probation.
- Define schedule & scope of needs and provide to Chien.

### 3. Waitlist:

- 24 hour turnaround at both colleges.
- Foothill will turn off before quarter starts.
- De Anza will turn off Thursday before quarter starts.
- Add codes – activation date is class start date.
  - Expires second Saturday for regular classes.
  - Expire on census date for odd classes.

### 4. Faculty Association Update:

- Recommended not to implement freeze on registration at midnight before quarter starts.
- FA wants to stop registration at midnight before quarter starts for 12 week classes.
- Follow Banner default for odd classes.

### 5. Student Holds:

- Holds need to be placed at both colleges before registration starts, November 15, 2010.
- Holds will placed on students owing more than \$20.00
- Kathleen will send out a target message.
- Jim will review Popsel with Rachel & Shawna.