

**Grossmont-Cuyamaca Community College District  
Checklist of Tasks to Perform Each Term**

Category	Tasks to complete for term <u>Fall 2014</u>	Comments
Term Dates	<ul style="list-style-type: none"> <li>▪ Start date 8/18/14; End date 12/15/14</li> <li>▪ RYAT:               <ul style="list-style-type: none"> <li>○ Registration start date 7/14/14</li> <li>○ Add end date 11/7/14</li> <li>○ Drop end date 11/7/14</li> <li>○ Census 9/2/14</li> <li>○ Change "Enforce Registration Priorities Verification" field to Yes</li> </ul> </li> </ul>	Done
Registration/ Deregistration	<ul style="list-style-type: none"> <li>▪ Update WebAdvisor parameters on STWP when Instructional Operations gives approval               <ul style="list-style-type: none"> <li>○ WSRP: Search parameters (Note: Add new subjects if applicable)</li> <li>○ RGWP: Registration parameters</li> <li>○ GRWP: Grading parameters</li> <li>○ CSWP: Student class schedule parameters</li> </ul> </li> <li>▪ Reminder to Special Population offices regarding data entry</li> <li>▪ Review/approve registration appointment text</li> <li>▪ Get reg schedule from Admissions &amp; Records</li> <li>▪ Application cut-off on 6/26/14 (Actual 6/30/14)</li> <li>▪ Upload Cynosure to MATI on 6/26/14</li> <li>▪ Registration appointments calculated on 6/30/14 and emailed on 7/1/14.               <ul style="list-style-type: none"> <li>○ Send separate email to Group 8 (no apt) students alerting them to the Open Reg date</li> </ul> </li> <li>▪ Open Registration begins on 07/30/2014</li> <li>▪ Modify Registration Appointment screen in WebAdvisor to reflect open registration date (SEH (Tool – ST) XWESTS500B TERMS.ID (Do Upon Exit) GEN WMCM</li> <li>▪ Review/approve final DREG email text</li> <li>▪ Final DREG email on 8/5/14</li> <li>▪ Payment deadline on 8/7/14</li> <li>▪ DREG on 8/8/14</li> <li>▪ Update WebAdvisor FAQ for DREG with dates and term</li> </ul>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Waitlist	<ul style="list-style-type: none"> <li>▪ Determine/confirm maximum size of wait list: 25</li> <li>▪ Turn on waitlist on 7/10/14</li> <li>▪ Turn off waitlist on 8/18/14</li> <li>▪ Waitlist process stops on 8/4/14; resumes on 8/8/14</li> </ul>	
Holds	<ul style="list-style-type: none"> <li>▪ Grades finalized on 1/2/15</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ DISO holds placed: 1/6/15 (if winter session, should not be first day of classes) <ul style="list-style-type: none"> <li>○ Start date of hold 1/5/15 ; End date of hold: 4/24/15</li> <li>○ Petition process through 1/20/15</li> <li>○ Data entry complete on 1/22/15</li> <li>○ Drops on 1/23/15</li> </ul> </li> <li>▪ TRAN holds placed on 10/20/14 <ul style="list-style-type: none"> <li>○ Additional date for placing TRAN holds 11/14/14</li> </ul> </li> <li>▪ BUS holds placed on 11/14/14</li> </ul>	
Parking	<ul style="list-style-type: none"> <li>▪ Color of parking permit: Orange – 021U</li> <li>▪ Date parking permits ordered 6/9/14</li> <li>▪ First day to sell 7/14/14</li> <li>▪ Date for temporary permits 8/11/14</li> <li>▪ Last day to sell 11/14/14</li> <li>▪ Parking permit cost: \$40</li> <li>▪ Benefit card cost: GC: \$12; CC \$12</li> <li>▪ Check for current content on ASG links for benefit card</li> </ul>	
Payment Plans	<ul style="list-style-type: none"> <li>▪ Confirm schedule/calendar with Nelnet</li> <li>▪ Update term parameters on Nelnet Admin web page</li> <li>▪ Last payment plan draw down</li> </ul>	Done
Miscellaneous	<ul style="list-style-type: none"> <li>▪ Modify rate tables to reflect fee changes (if applicable) : INTL/NRES changes to \$193/unit (use RTCP)</li> <li>▪ Modify/update the Continuous Attendance Rule (RG.CATT)</li> </ul>	Done
Cron Jobs	<ul style="list-style-type: none"> <li>▪ Schedule daily batch jobs (Ron)</li> <li>▪ Create computed column for AR balance (John Saric)</li> </ul>	Done Done