

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

Category	Tasks to complete for term <u>SPRING 2015</u>	Comments	Complete
Term Dates	<ul style="list-style-type: none"> <li>▪ Start date 1/26/15; End date 6/1/15</li> <li>▪ RYAT:               <ul style="list-style-type: none"> <li>○ Registration start date 11/17/14</li> <li>○ Add end date 4/24/15</li> <li>○ Drop end date 4/24/15</li> <li>○ Census 2/09/15</li> <li>○ Change "Enforce Registration Priorities Verification" field to Yes</li> </ul> </li> </ul>		
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>▪ Application cut-off on 10/31/14 (Actually 11/3/14)</li> <li>▪ Registration appointments calculated on 11/3/14 and emailed on 11/4/14</li> <li>▪ Open Registration begins on _____</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 1/13/15</li> <li>▪ Payment deadline on 1/15/15</li> <li>▪ DREG on 1/16/15</li> <li>▪ Update WebAdvisor FAQ for DREG with dates and term</li> </ul>		
Waitlist	<ul style="list-style-type: none"> <li>▪ Determine/confirm maximum size of wait list: 25</li> <li>▪ Turn on waitlist on 11/14/14</li> <li>▪ Turn off waitlist on 1/26/15</li> <li>▪ Waitlist process stops on 1/12/15; resumes on 1/16/15</li> </ul>		
Holds	<ul style="list-style-type: none"> <li>▪ Grades finalized on 6/5/15</li> <li>▪ DISQ holds placed on 6/8/15               <ul style="list-style-type: none"> <li>○ Start date of hold 7/10/15; End date of hold: 11/13/15</li> <li>○ Petition process: N/A as holds placed are for Fall 2015</li> <li>○ Data entry complete on: N/A</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Drops on: N/A</li> <li>▪ TRAN holds placed on 3/30/15 <ul style="list-style-type: none"> <li>○ Additional date for placing TRAN holds: 4/24/15</li> </ul> </li> <li>▪ BUS holds placed on: 4/24/15</li> </ul>		
Parking	<ul style="list-style-type: none"> <li>▪ Color of parking permit: Dark Green 342u</li> <li>▪ Date parking permits ordered: _____</li> <li>▪ First day to sell 11/17/14</li> <li>▪ Date for temporary permits 1/19/15</li> <li>▪ Last day to sell: 4/24/15</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>		
Miscellaneous	<ul style="list-style-type: none"> <li>▪ Modify rate tables to reflect fee changes (if applicable): N/A</li> <li>▪ Modify/update the Continuous Attendance Rule (RG.CATT)</li> </ul>		
Cron Jobs	<ul style="list-style-type: none"> <li>▪ Schedule daily batch jobs (Ron)</li> <li>▪ Create computer column for AR balance (John Saric)</li> </ul>		