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

Category	Tasks to complete for term **Fall 2021**	Comments
Term Dates	- Start date 8/16/21; End date 12/18/21 - RYAT: - Registration start date 06/28/21 - Add end 11/05/21 - Drop end date 11/05/21 - Census 8/30/21	
Registration/ Deregistration	- Update WebAdvisor parameters on STWP when Instructional Operations gives approval - WSRP: Search parameters (Note: Add new subjects if applicable) - RGWP: Registration parameters - GRWP: Grading parameters - CSWP: Student class schedule parameters - Update open sections by term on Website - O:\Eric Lane\Laura\How to update the open sections by term subscription.docx - Change "Enforce Registration Priorities Verification" field to Yes - Modify Registration Appointment screen in WebAdvisor to reflect open registration date (SEH (Tool – ST) XWESTS500B TERMS.ID (Do Upon Exit) GEN WMCM - Modify/update the Continuous Attendance Rule (RG.CATT) - Add new terms on RYAT for self service - Change override payment date on SDFO with the last day to pay date - Run BPMA with enforce = "N" - Review/approve final DREG email text - Reminder to Special Population offices regarding data entry 05/14/21 - Review/approve registration appointment text AD21FAAP - Get reg schedule from Admissions & Records - Application cut-off on 06/11 (Actual 06/14/21) - Upload Cynosure to MATI on 06/14/21 notify Courtney/Briana know regarding appointment times - Registration appointments calculated on 6/14/21 and emailed on 6/15/21. - Change "Enforce Registration Priorities Verification" field to No RYAT – Open registration - Open Registration ??? will know on 6/14	

	▪ Final DREG email on 07/26/21 ▪ Payment deadline on 7/28/21 ▪ DREG on 7/29/21 ▪ Update WebAdvisor FAQ for DREG with dates and term	
Waitlist	▪ Determine/confirm maximum size of wait list: 25 ▪ Turn on waitlist on 6/28/21 ▪ Turn off waitlist on 8/16/21 ▪ Waitlist process stops on 7/26/21; resumes on 7/29/21	

Holds	▪ Grades finalized on 1/4/22
	▪ DISQ holds placed: 1/5/22 (if winter session, should not be first day of classes)
	    o Start date of hold 1/5/22; End date of hold 11/13/22?
	    o Petition process through 1/25/22
	    o Data entry complete on 1/27/22
	    o Drops on 1/28/22
	    o BUS holds placed on 11/05/21 start date 11/08/21	

Parking	▪ Color of parking permit: ▪ Date parking permits ordered ▪ First day to sell 6/28/21 ▪ Date for temporary permits 8/16/21 ▪ Last day to sell 11/05/21 ▪ Parking permit cost: $40 ▪ Benefit card cost: GC: $12; CC $12 ▪ Check for current content on ASG links for benefit card	
Payment Plans	▪ Confirm schedule/calendar with Nelnet ▪ Update term parameters on Nelnet Admin web page ▪ Last payment plan draw down	
Miscellaneous	▪ Modify rate tables to reflect fee changes (if applicable) : INTL/NRES changes to $290 unit (use RTCP) - done ▪ Modify/update the Continuous Attendance Rule (RG.CATT) ▪ Building ACE/PLNU sections for the Fall semester.	
Cron Jobs	▪ Schedule daily batch jobs (Ron) ▪ Create computed column for AR balance (John Saric)	
Student Success	▪ Update Reporting Parameter Rules on SSPD (prior to 9/11/20) ▪ Run CA3R before the 320 report	