

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

Category	Tasks to complete for term Summer 2021	Comments
Term Dates	<ul style="list-style-type: none"> ▪ Start date 6/14/21; End date 8/5/21 ▪ RYAT: <ul style="list-style-type: none"> ○ Registration start date 04/19/21 ○ Add end date 7/9/21 ○ Drop end date 7/9/21 ○ Census 6/21/21 ○ Change "Enforce Registration Priorities Verification" field to Yes 	8wk 06/14-8/5 1 st 4wk 06/14-7/08 2 nd 4 wk 07/12-8/5 1 st 6 wk 06/14-7/22 2 nd 6 wk 06/28-8/5
Registration/ Deregistration	<ul style="list-style-type: none"> ▪ Update WebAdvisor parameters on STWP when Instructional Operations gives approval <ul style="list-style-type: none"> ○ 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 ○ Build GL for new year O:\Eric Lane\How to build GL ○ STCU: Student Acad Cred Utility ○ FSEC: Correct SEC to SCS pointers ○ Run BPMA with enforce = "N" Set SDFO TO LAST DAY TO PAY before DREG Update payment information page on district website MTXT ▪ Update open registration date on SS-PLANSCHED MTXT , SBAL ▪ Modify Registration Appointment screen in WebAdvisor to reflect open registration date (SEH (Tool – ST) XWESTS500B TERMS.ID (Do Upon Exit) GEN on process XWESTS500B WMCM ▪ Reminder to Special Population offices regarding data entry ▪ Review/approve registration appointment text: AD21SUAP ▪ Get reg schedule from Admissions & Records ▪ Application cut-off on 4/02/21 (Actually 4/05/21) ▪ Registration appointments calculated on 4/05/21 and emailed on 4/06/20 (04/19/21 first day of Pri Reg) ▪ Open Registration begins on 5/5 	

	<ul style="list-style-type: none"> ▪ Change "Enforce Registration Priorities Verification" field to No RYAT ▪ Review/approve final DREG email text ▪ Final DREG email on 05/25/21 ▪ Payment deadline on 05/27/21 ▪ DREG on 05/28/21 ▪ Update WebAdvisor FAQ for DREG with dates and term 	
Waitlist	<ul style="list-style-type: none"> ▪ Determine/confirm maximum size of wait list: 25 ▪ Turn on waitlist on 04/19/21 ▪ Turn off waitlist on 6/14/21 ▪ Waitlist process stops on 05/24/21; resumes on 5/28/21 	
Holds	<ul style="list-style-type: none"> ▪ Grades finalized on 8/16/21 ▪ No DISQ process in summer ▪ BUS holds placed on 04/16/21 (First day of Reg 4/19) Start date of hold 04/18/21 	
Parking	<ul style="list-style-type: none"> ▪ Color of parking permit: ???? ▪ Date parking permits ordered ▪ First day to sell 04/19/21 ▪ Date for temporary permits 6/14/21 ▪ Last day to sell ???? ▪ Parking permit cost: \$18 ▪ Benefit card cost: GC: \$6; CC \$6 ▪ Check for current content on ASG links for benefit card 	
Payment Plans	<ul style="list-style-type: none"> ▪ Confirm schedule/calendar with Nelnet ▪ Update term parameters on Nelnet Admin web page ▪ Last payment plan draw down 	
Miscellaneous	<ul style="list-style-type: none"> ▪ Modify rate tables to reflect fee changes (if applicable): N/A ▪ Modify/update the Continuous Attendance Rule (RG.CATT) ▪ Build ACE/PLNU Sections for Fall – Check process 	
Cron Jobs	<ul style="list-style-type: none"> ▪ Roll GL for next fiscal year (needed in order to schedule XBIL) ▪ Schedule daily batch jobs ▪ Create computed column for AR balance (John Sorman) May 7th ▪ transform for new term 	
Student Success	<ul style="list-style-type: none"> ▪ Update Reporting Parameter Rules on SSPD (before 6/27 – reporting) ▪ Run CA3R before the 320 report 	