

## YEAR ROUND REGISTRATION SCHEDULE WORK GROUP

Date: December 6, 2019  
Time: 11:15 – 12:30  
Location: B264 and GC Teleconference Room

### Meeting Notes

Additions/Deletions to the Agenda:

[Impact of new Chancellor on Full-Year Registration Project](#)

#### 1 Calendar/IT Impact Mitigation

[Year-Round Registration versus Full-Year Registration](#)

[Pat Setzer reviewed the work done to date by both of the workgroups. In an effort to reduce the impact on student services and business processes, he proposed shifting from year around registration to full-year registration. The proposal would retain all of the priority and open registration windows of our current system, except that students registering for the fall semester would be able to see and sign up for the following spring semester classes as well. Summer sessions would be scheduled and operated the same way they are under the current system.](#)

[Cary Willard raised concerns that highly impacted classes such as Anatomy would immediately fill up for both semesters, raising priority registration concerns for the spring semester. Javier Ayala inquired about how drop for nonpayment would be administered, and Michael Carr suggested setting up a test environment to try out various processes that might be impacted by full-year registration.](#)

[Judd Curran expressed support for the full-year vs. year around approach, but also suggested that for the first year of implementation \(fall 2021\) we might consider publishing the fall and spring schedules together but not supporting students](#)

actually enrolling in the full year. This would allow students to see the following spring schedule and plan accordingly. Sean Hancock talked about how our ed planning software will also provide data to develop the class schedule.

There was a broad consensus among the attendees to support a “soft rollout” in fall 2021 that will publish the class schedules for fall and spring without allowing spring registration.

The option of a soft rollout will also provide the new chancellor with a range of options regarding implementation of full-year registration.

## 2 Schedule Development

- Data Needs

Kim Dudzik, Cary Willard, and Judd Curran commented on the need to coordinate class schedules to avoid placing obstacles to student completion. Coordination will reduce redundancies and overlapping sections, and could happen at the department, college, and even district level.

Judd Curran suggested finding a way to capture data when a student drops a class, to find out why.

Pat Setzer raised the issue of Colleague reports, specifically are there reports that we currently don't have but would benefit from having?

Michael Carr shared that there are a number of standard reports that are available from Ellucian in Colleague, and sometimes minor adjustments to existing reports can be done on request.

The group recommended getting a list of all of the available reports from Colleague.

Pat Setzer shared that at Cuyamaca they are developing an off cycle research request to survey students on their needs and preferences for scheduling, and offered to work with Grossmont on this.

- Schedule Bands

Sean Hancock described the practice of providing completion pathways by scheduling within three broad bands – morning, afternoon and evening.

- Ed Plan (N/A)

- Program Maps (N/A)

3 Other

4 Next Meeting Date

[1/10/20, Cuyamaca College, I-208, 9am-11](#)

5 Next Meeting Agenda Topics