ENROLLMENT MANAGEMENT TEAM MEETING  
October 6, 2005

Buddy Starling welcomed everyone. He indicated that we were basically a ‘self-appointed’ team and reminded everyone that we had agreed to meet after registration for Fall 2005. He asked for comments on the actual transition. Susan Pierce said that 05/T1 registration went much better that expected.

Home Location:
Vickie Miles reported that changing home locations would basically remain the same. She gave copies of “improved instructions” which she wanted the team to approve. She stressed that it is a Registrar’s function and that some type of confirmation is required before a home location will be changed. The confirmation could be the student’s signature on the actual form or even an email from the student or from the campus initiating the change. She also said that calls concerning the change of a home location should be transferred to the Registrar’s Office. It was determined that a change of home location should not take place if the student is a “no show” or is transferring back to the Troy University system. If an application is received and the student is coming from another Troy University campus, it was decided that we should contact the student and let him/her know that it is not necessary to reapply and that transcripts do not have to be sent. The campus that has received the new application should then complete a Change of Home Location Form, attach it to the new application and send it to the Registrar’s Office for processing and data entry.

Multi Campus Holds:
Vickie Miles said there are 7000 students with this hold and that it relates to transcripts. She said it helps the transcript clerks to determine which transcripts to send. She stated that she is the only one right now who can remove this hold. She is in the process of working out the procedures so that others can do this. She told the group that a “TRVER” hold will be entered; however, this hold will not restrict registration.
Date Stamps:
Sharon Jackson stated that all transcripts received should be date stamped. In IASU (#11 for high school transcripts and #9 for college transcripts) type the pound sign (#) and press the enter key. This will enter the person’s name that has entered that the transcript is received and will also provide the date. Darlene Stewart suggested that this procedure should be followed in the PERC screen. The team agreed that these procedures should be followed.

APPLICATION “TYPE OVER”:
Sharon made a motion that other campuses not type over an existing application. This prompted a discussion of “no show” applications. Bob Willis asked if this could be done in a batch processs. Darlene said she will ask Sherry AliFarhani about the batch processing. She will ask for it to be done from an archived file and done three times during a semester to accommodate term and semester registrations.
It was determined that applications of “no show” students may be typed over if the application is still with the campus who entered the original application. After much discussion, Sharon made a motion that if a student was a “no show” at one campus and then wanted to attend another campus, a new application must be entered and that documentation is required. The motion was seconded and then a vote was taken. There was a tie and Buddy, as chair, broke the tie with a vote of NO. It was determined that we will type over applications of no shows and we can request the original campus send us the “no show” documents.

ADMISSION REQUIREMENTS:
Susan Pierce requested that the committee look at requiring an ACT/SAT score for those students who are 21 years of age or older. She says there is a need to better determine these students’ ability to attend college. She indicated that some of these students have an IQ lower than 60 and they cannot function in classes. Buddy said somebody does need to address the “suitability of college” issue. He asked each
campus to look at their numbers for the Fall 2005 for these students and bring the report to the next meeting. Robert Allen asked for time to look at other options. Bob Willis suggested looking the numbers from Fall 2004, maybe even Spring 2005. After more discussion, Susan Pierce volunteered to get this data for everyone. She will use the start terms of 05/FA, 05/T3 and 05/TSP (this term was requested by Robert Allen) and application admit status of FR and FO. The report will be by location and will include institution and cumulative GPAs.

PROSPECTS vs. APPLICANTS:
Priscilla Washington informed the team that her sites have been entering all applications as “prospects” until they actually register, and then the applications are entered. She has been informed that this can no longer be done because financial aid will not award a student that is only in the prospects file. The team recommended that these applications should be entered as applicants. Priscilla asked that at the next meeting we re-visit the students who have been out of school 10 years or more, have less than a 1.7 GPA and want to get readmitted.

Darlene requested that at the next meeting the team discuss the “voiding” of students’ registration.

It was decided that the next meeting will be on December 1, at the Dothan campus at 9:30 am. Bob said it will be in the Michelin Conference Room which is located in the Library building.

The meeting was adjourned.