

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Enrollment Management Committee (EMC)
October 17, 2016 1pm – 2:30pm
FM 110

Agenda

1. Call Meeting to Order:
2. Discussion Items
 - 2.1 Introductions and Identifying future issues to tackle
 - 2.2 Summer Term Session schedule
 - 2.3 Student Communications through Registration Process
3. Future Agenda items
4. Announcements

CCC Confer:

Phone: 888-886-3951
Participant Pin: 334979

SCHEDULE PRODUCTION TIME LINE
Summer, Fall 2017, Spring 2018

9/21/16	Fall 17 and Spring 18 schedule documents sent to Deans/Directors (Shereen)	
9/21/16	Summer session and schedule documents sent to Deans/Directors (Shereen)	Summer start date to be finalized
10/28/16	Fall 17 scheduling information due to Scheduler	
10/28/16-12/9/16	Build Fall 17 schedule	
12/12/16	Spring 18 scheduling information due to Scheduler	
12/12/16 - 1/20/17	Build Spring 18 schedule	
1/23/17	Summer 17 scheduling information due to Scheduler	
1/23/17-2/10/17	Build Summer 17	
	Enter updates/changes in Datatel for Fall 17 and Spring 18	
2/10/17	Email Associate Faculty Availability form (Shereen or Connie)	
2/17/17	Associate Faculty Availability Form due	
3/6/ - 3/17/17	Review/discussion and correction of scheduling data (Summer & Fall 2017) with IR, VP's, Deans and Directors	
3/20/17	Summer 17 and Fall 17 Schedule viewable on WebAdvisor	
4/4/17	Priority Registration begins for Summer, Fall and Spring	
April 4-6	Priority Registration for special populations	
April 7 -13	Registration for continuing students	
4/14/16	Registration for new and returning students	
Week of ?	Cancellation meeting Summer 2017 - 1st Review	
Week of ?	Cancellation meeting Summer 2017 - 2nd Review	
Week of ?	Cancellation meeting Summer 2017 - Final Review	
?	Summer 2017 classes begin	start date to be finalized
Week of 7/24/17	Cancellation meeting Fall 2017 - 1st Review	
Week of 7/31/17	Cancellation meeting Fall 2017 - 2nd Review	
Week of 8/7/17	Cancellation meeting Fall 2017 - 3rd Review	
Week of 8/14/17	Cancellation meeting Fall 2017 - Final Review	
8/26/17	Fall 2017 classes begin	
Week of 12/4/17	Cancellation meeting Spring 2018 - 1st Review	
Week of 12/11/17	Cancellation meeting Spring 2018 - 1st Review	
Week of 12/18/17	Cancellation meeting Spring 2018 - 1st Review	
Week of 1/2/18	Cancellation meeting Spring 2018 - Final Review	
1/13/18	Spring 2018 classes begin	

Registration Dates

April 4-6	Priority Registration for special populations
April 7 -13	Registration for continuing students
4/14/16	Registration for new and returning students