

Student Services Leadership Group (SSLG) – February 2021

Author

Trish Blair

What Office/Program are you discussing?

DSPS

What would you like the group to know?

We continue to try to increase enrollment in our Guidance classes. Also we are continuing efforts to develop an online application to the program. In the next few weeks we'll be launching our Student Satisfaction Survey and our DSPS Awareness Survey. We will also be beginning our outreach to local high schools.

Author

Ericka Barber

What Office/Program are you discussing?

Business Services

What would you like the group to know?

On Thursday, March 11, 2021 the Business Office will be hosting the 2021 Spring Business Office Training from 9am – 12pm. Topics to be covered include, but are not limited to: purchasing, contracts, travel, budget, budget transfers, sales tax, Cal-Cards, and 2020/2021 Fiscal Year-End processes. Please RSVP by Monday, March 8, 2021 by emailing Ericka Barber at ericka-barber@redwoods.edu. A calendar invite will be emailed out along with handout materials for the training. This training will be presented via Zoom.

In late February to early March the Business Office will be applying the Optional Fee Waivers received to student accounts.

Author

Pru Ratliff

What Office/Program are you discussing?

Adult & Community Education

What would you like the group to know?

We have added 2 sections for EDUC 203 - Getting Started in Online Classes w/Canvas. The first class runs 2/18 - 3/18/2021 and the second class runs 3/29 - 4/19/2021. We have made several attempts to reach out to our community partners to develop a Fall and possible Summer schedule. Once we have heard back then we can move onto developing those schedules. On the Community Ed side we have the following classes starting soon: Pharmacy Tech (3/13 - 8/7/2021) and Wildland Fire (Del Norte 3/15 - 19/2021). Two new classes have been setup: Medical Office Receptionist (04/05 - 07/30/2021) and Spanish for EMTs & Paramedics (05/17 - 07/08/2021).

Author

Tiffany Schmitcke

What Office/Program are you discussing?

Admissions & Records

What would you like the group to know?

Reminder: deadline for graduation petitions is March 4th. There will be absolutely no exceptions to this deadline due to staffing issues. All petitions submitted AFTER March 4th will be deferred to summer graduation.

The District is NOT doing OneREG this year. Summer and fall 2021 schedules will be viewable shortly after spring break with priority registration beginning April 5th. Registration will open for all students the beginning of May.

Summer session dates are posted on our Important Dates webpage. Summer will be fully online with very few exceptions. The District is currently aiming for 50-60% of class offerings for fall 2021 to be at least partially face to face, with many hybrid options.

Author

Megan Schroeder

What Office/Program are you discussing?

General Advising & Outreach

What would you like the group to know?

High school senior application workshops are in the process of being scheduled. If your program has any information that you would like shared as part of these workshops please send the information to Megan by March 12th.

Graduation petitions must be submitted to the evaluators by Thursday, March 4th. Students should schedule an appointment with a counselor or advisor as soon as possible to ensure they get their form in on time.

Author

Rianne Connor

What Office/Program are you discussing?

Financial Aid

What would you like the group to know?

Enrollment Services has scaled back our support hours to 5pm instead of 6pm. We offered phone and email support until 6pm during the Fall but had VERY little traffic so we've adjusted coverage to provide more support in the morning.

Financial Aid is still working thru our electronic forms platform to work out the small kinks that arise regularly. Please send an email to finaid@redwoods.edu if you or your students experience anything strange.

We are continuing the process to set Datatel up to begin processing 2021/2022 FAFSAs- we hope to begin connecting with students soon about their application.

Cal Grant GPAs for the March 2nd cycle will be sent prior to the end of February. Student do NOT need to submit the form unless they don't meet the criteria for us to send their GPA (not enough units at CR - typically less than 16 and haven't been in attendance in the most recent Spring term). Students are encouraged to check their WebGrants4Students page to confirm that the GPA was uploaded. Please direct any questions to finaid@redwoods.edu. There are additional funds that will be available for student awarding from the HEERF II funds, but we are still working thru what that looks like. More information to come!

Courtney and Matthew have been providing a variety of financial aid related workshops across the District service are both remotely and in person when possible to ensure that our high schools and other education partners have up to date information. Thank you Courtney and Matthew!

Author

Cathy Cox

What Office/Program are you discussing?

Academic Support Center

What would you like the group to know?

Tutoring is open for the Spring Term! All tutoring is being conducted online this semester, through Canvas. Access information and tutor schedules are available through the ASC website, or by linking directly to

<https://redwoods.libguides.com/Tutoring>.

What Office/Program are you discussing?

Library

What would you like the group to know?

The library still has plenty of chrome books available for loan to students. Students can call the library circulation desk at 476-4260 to make arrangements for checkout. We also will check out any of the books in our collection, but students need to call to request the books so we can pull them and have them ready. Mailing is possible for books (not equipment!) if the students are unable to come to campus.