

## **Campus Systems Users Group (CSUG) Notes – September 11, 2012 Meeting Notes**

**Members Present:** Christina Baltazar, Constance Chambers, Adria Edwards, Loren Edwards, Kathy Elkins, Michael Galant, Toni Haley, Gilbert Hernandez, Michael Kelley, Ed Liao, Gary Lo, Robert Masuda, Greg McCalmon, Mark McKellip, Timothy Mozia, Cecilia Patz, Helen Remigio, Gentry Robertson, Martin Simpson, Lisa Stallworth, Shelby Stueve, George Toy and Frances Twillie

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

### **System Updates**

#### **Admissions – Brandy McLelland**

- Fall 2012 is complete
- Spring 2013 is closed and most majors
- Fall 2013 starts on October 1<sup>st</sup> and we may close for FTF before the November 30<sup>th</sup> deadline

#### **University Advisement Center – Loren Edwards**

- Back to regular schedule
- Mandatory Freshmen Advising Workshops will begin in October

#### **EOP – Brandy McLelland**

- Fall 2013 will begin on October 1<sup>st</sup>
- Timelines are different from the regular cycle

#### **Financials – Robert Masuda**

- Implementing direct deposit of travel reimbursements

#### **Financial Aid – Constance Chambers**

- Fall 2012 disbursements thus far are \$53 million in grants and aid
- Working with Student Financial Services helped to get student checks out faster
- Mandates and restrictions for students effective July 1<sup>st</sup>
  - Repeat courses with a D- or better, Financial Aid cannot fund with federal dollars
  - Pell Lifetime has a maximum of 6 years
  - Direct Loans graduates in most unsubsidized loan
  - Cal State University Grant is exclusively for AB 540 students who would not be eligible for assistance at all

#### **Hobson's – Brandy McLelland**

- New communication plan for new students will begin on October 1<sup>st</sup>

**Human Resources – Adria Edwards**

- Past 1 complete
- Access Manager is underway

**IRAP – Lisa Stallworth**

- Census is September 24<sup>th</sup>

**Student Financials – Cecilia Patz**

- Last disenrollment will take place next week

**Student Records – Mark McKellip and Helen Remigio**

- Degree posting for Spring is done
- Pre-clearing for Fall
- Electronic Transcript will Go-Live
  - Almost all of the community colleges are on board except Long Beach City College
  - Image will be clearer in Singularity
  - Will work with incoming students and assist continuing students with GE updates
- Students on the waitlist are always dropped before school starts

**Transfer Credit/Advising – Brandy McLelland**

- More transfer credit and articulation rules
- Working closely with academic departments and the Provost

**Technical – Michael Kelley, Gary Lo and Robert Masuda**

- P6 call this Friday, September 14<sup>th</sup>
- 3 days to test
- Gary will try to get it installed and scheduled for September 18<sup>th</sup>
- 5.04 is also scheduled for September 18<sup>th</sup>
- I.T. is working on a campus mobile application scheduled for Fall 2013 and will show demo at next month's meeting

**Presentation – Academic Probation by Loren Edwards (University Advisement Center)**

- Probation and Disqualification student lists are run through “Student Term Information” in the “Records and Enrollment” system
- In 2010, UAC launched the Strategies Towards Educational Program & Success (STEPS) to assist students on academic probation with
- They have serviced 1,400 students and held 85 workshops
- 15 to 20 mandatory workshop sessions are held 2 weeks before the start of the Spring semester
- 1 to 2 in June; 1 in July and the remaining in August
- The student's first notification is from Admissions and Records informing them they're on academic probation

- UAC will also notify the student probation status and that a STEPS hold has been placed on their campus records
- The student is instructed to visit the UAC website and register for the STEPS workshop
- Students are **REQUIRED** to attend the STEPS workshop in order to have the hold removed and register for Spring semester
- 24 hours prior to their workshop, UAC sends an email reminding the student of the appointment and bring a degree progress report and a transcript
- The goal is to find out and help the student understand what got them on probation
- They complete the Academic Probation Intervention Questionnaire to help the student identify some specific factors that may be affecting their academic success
- With their transcript and degree progress report, they complete the grade point deficiency worksheet
  - You take your negative grade points and subtract them from your positive grade points to get your grade point deficiency (GPD)
- Students are encouraged to focus on new classes to get off probation
- Students are encouraged to not rush to graduate
- UAC follows up with students to see if they're still on probation after that 1<sup>st</sup> semester; if they are, a one-on-one advising session is scheduled

**Next meeting: Tuesday, October 9, 2012 at 10:30am in the LSU**