What’s New??
Fall 2008

Dear Instructors,

I hope everyone has had a fun and restful summer! We have lots of exciting things happening this year--the Gateway Building is underway, parking is going to be a challenge, and we've made changes to the roster system!

In Admissions and Records we are adjusting to our restructure with Karen Sea in the position of Registrar, and we're working with our Concierge Service to improve our service to students. Please welcome our newest team members -- Suzanne Ly, Regina Brown, Jovita Ochoa, and Tacoma Sao. Our Concierge Service will be working at the welcome tables during the first week of school and also returning the many phone calls bombarding our offices during this peak time of the year.

That cute little trolley car is running between our campus and the additional parking, and our campus cat program is back up and running. If you are able to help with by providing a loving home or monetary donations for our program, your support would be greatly appreciated.

So, let's see what's new!

HOT TOPIC!!  Death of the Temporary Roster!

We have "killed" the Temporary Roster and have revised the Drop Roster so that it can be used throughout the semester for:

- Dropping "No Show" students
- Dropping students before fees are incurred
- Dropping students before Census
- Dropping students with no "W"
- Dropping students with a "W"

You'll now see a series of drop dates on your Drop Roster -- Refund Date deadline, Census Date deadline, no "W" deadline, and "W" deadline. When you drop a student as a "No Show" it means that the student NEVER attended class -- not even one time.

If you drop them for "Excess Absenteeism" it means that the student has met the criteria for a mandatory drop before Census or the excess absenteeism criteria before the final drop date for the course.
The issue of using this roster in a timely manner and to drop all no show students is a critical one. Last year, 1,496 petitions were filed requesting a "No Show." Of those, 700 were granted. That means that 700 students who should have been dropped, according to the mandatory requirements of California Education Code, were not dropped! I believe that with the changes to the Drop Roster, you'll find that this problem can be easily resolved.

I encourage everyone to use the Drop Roster many times throughout the semester. It will not only help us meet federal financial aid regulations, it will help keep your attendance information up-to-date and help avoid petitions in the future.

If you have any questions about the use of the new Drop Roster, please contact Karen Sea, Toni Sotelo or me in the Admissions and Records Office.

Toni Sotelo - tsotelo@deltacollege.edu, 954-5636  
Karen Sea - ksea@deltacollege.edu, 954-5728  
Catherine Mooney - cmooney@deltacollege.edu, 954-5635

I have attached Financial Aid & Veterans Services first ever Funding Student Success newsletter. There is important information about No Shows and how they affect our financial aid eligibility. Please take a few minutes and ready this snazzy new document.

New Registrar

I am very pleased to announce that Karen Sea was hired into the position of Registrar by the Board of Trustees at the April meeting. Karen will take over the day-to-day operation of the department while I concentrate on policy and projects, especially the development of our new Kuali Student System. I've worked with Karen for the last 10 years and have great faith in her. She is dedicated to serving both our students and faculty and is passionate about our service.

Student Portal

Portals are vastly superior to the old web page concept in a variety of aspects including navigation, integration of services, personalization of services and overall utilitarian value to the user.

If you would like to take this new technology out for a test drive, go to the college’s home page and click on the link near the bottom that says “Try our new student portal”. You will need to log in with a student I.D and PIN. If you do not have one, we’ve set up a test account that can be accessed with the user name of astudent123 and the PIN of 010154. Feedback is appreciated and can be sent to athomas@deltacollege.edu.

There are a few important things that our students should know about the portal -- we post announcements in the portal of upcoming events and campus information and most of the information about their records and campus programs are available via the portal. If you have an opportunity, please encourage your students to access the portal on a regular basis.
Roster Certification Forms

Admissions and Records received a number of calls from faculty indicating there was no “submit” button on the Roster Certification Form. That is correct! You print the form, sign it, and turn it into the Admissions & Records Office along with any Academic Grade Change forms and Incomplete grade Forms at the end of the semester.

Admissions & Records Office Hours

The Admissions & Records Office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. In addition, full Admissions & Records services are available in the Electronic Enrollment Services Lab located in Cunningham 226 from 5:00 p.m. to 7:00 p.m. Monday through Thursday.

New Instructor Hotline Number

Unfortunately, your instructor hotline number (5728) has been provided to so many students and other persons that it has been “polluted” to the point that faculty have a hard time getting through. In order to remedy that problem, an on-campus hotline number has been established for Instructor Use Only. That number is 7728. Please note that this number ONLY works on-campus, so if you are calling from home, you’ll still want to use the 954-5728 number.

Bond Updates

Just a quick reminder that information on our bond projects, how it will impact parking, etc. is available on our bond website at bond.deltacollege.edu.

Parking

As I mentioned, parking is going to be a challenge while we are building, so Greg Greenwood kindly provided the attached brochure to explain how it is going to work. Please share this information with your students as well. Brochures will be available for students at the welcome tables during the first week of school.
Goleman Library Has Moved!

Goleman Library is closed for renovation. They have moved to 41 W. Yokuts Avenue -- right down the street from the College. You can jump on the Trolley for a quick ride to the Library and back! For more information, please visit the website at: http://library.deltacollege.edu/.

Troops to College Program

Delta College is proud to present our newest program to assist members of the armed forces while pursuing their education here at Delta College. If you have a current member or former member of the military in your classes, please encourage them to find out more about this important program.

For more information, visit our website at http://www.deltacollege.edu/dept/troops/.

Foster Youth Success Program

Delta College is proud to present our other new program -- Foster Youth Success. This program serves foster youth and former foster youth while pursuing their education here at the College. Up to $10,000 in grant funding is available for qualified students.

For more information, visit our website at http://www.deltacollege.org/dept/fysi/

Finally, please remember that the staff here in Admissions and Records is here to serve both students and faculty. We are ready to assist you in any way possible to ensure that your registration, attendance, and grade reporting processes are successful and easy to do. Should you experience any difficulties, or if we can be of assistance to you, please do not hesitate to contact our office.

Sincerely,

Catherine Mooney
Director of Admissions & Records