What’s New??
Summer 2008

Dear Instructors,

As we start out our Summer Intersession, I want to thank you for your excellent instruction to our students. Their success is directly related to your skill and ability to impart valuable information in the courses you teach. I sincerely appreciate all of your efforts!

So here’s what’s new!

**HOT TOPIC!! Death of the Temporary Roster!**

We are "killing" the Temporary Roster and are revising 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.

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.

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

I have attached a "What's New" from Director of Financial Aid and Veterans Services, Denise Donn who wanted to provide additional information about why submission of the Drop Roster recording No Show students is so important. 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.
What's New from Financial Aid

Denise has also provided other valuable information about changes in the Financial Aid Department. Her "What's New" is attached. Please let her know if you have any questions.

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 ID 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.

I’d like to close with a reminder that Admissions and Records is a service center for both faculty and students. We are here 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