What’s New  
Fall 2005

I hope everyone is off to a good start to the Fall 2005 term. We have certainly been busy in Admissions & Records—which is why this is a little late! We have some exciting things going on this semester that I wanted to share with you.

**Instructor Add Procedures**

As you know, in the past, once an add form was processed, we notified you on paper of those students who were successfully added and those who were not. We also provided you with a letter to each student, who was not successfully added, for you to distribute in class.

This semester, if the student has an active application on file, notification of successful and not successful adds are e-mailed directly to the student. You still receive a list of those successfully added, and a list of those not successfully added, but we do the notification directly to the student when there is an “edit.”

The one exception to this procedure is for those students who do not have an application on file. Students indicated on your letter as “Not an admitted student” or that have a “95-Reapply hold” will not receive an email, and therefore have not been informed of this edit. You are asked to refer these students, immediately after class, to the Admissions & Records Office for assistance. You are further advised to NOT ALLOW these students to continue attending your class until you have verified their enrollment.

As always, it is your responsibility to ensure that all students attending your class are properly enrolled. You are encouraged to contact the Instructor Hotline at 5728 if you have any questions about student adds.

If there are students attending your class that are not properly enrolled, you must not allow them to continue to attend your class. To allow continued attendance violates college policy and creates liability issues for the District.

I am hopeful that soon, all faculty members will have Delta College e-mail addresses. If all faculty members agree to use Delta College e-mail accounts, we can e-mail the add results to each instructor rather than using hard copy printing.

**Student E-Mail**

All correspondence from Admissions & Records and Financial Aid is now going to students via Delta College’s student e-mail. Guidance & Counseling appointment reminders are also being sent via e-mail. EOPS will transition to e-mail correspondence this semester. As more and more offices move to e-mail correspondence, encouraging students to check their e-mail on a regular basis becomes more and more critical.

To ensure the success of this project, I would very much appreciate faculty’s help in reminding students to check their e-mail accounts. We notify students when registration begins, when the class schedules are available, provide the finals schedule, give information about graduation, etc. And this is a great way to save the District money. In Admissions & Records, as a direct result of moving to student e-mail, I have been able to fund a new Evaluator position and three .25 Intermittent positions to work during peak times.
I would also encourage you to use the e-mail system. From the Faculty Resources page, you can access the Email Class System to contact your entire class to welcome them, remind them about assignments, notify them of schedule changes, room changes, etc.

**Student Identification Numbers**

We will be transitioning from the use of student social security numbers to student identification numbers the weekend of November 11th. Once completed, all printed materials with the exception of official college transcripts will show a student’s identification number instead of his/her social security number.

Students will still need to provide their social security number when applying for admission, but that information will not be readily available in System 2000. All rosters, class schedules, academic histories, etc. will print with a student’s identification number.

Financial Aid has been kind enough to develop a bookmark that will be available to students who want to write down their identification number for easy reference. These bookmarks will be distributed once our transition is complete.

This is a huge undertaking on our part. Almost every record in System 2000 is connected to a social security number. Extensive testing and a great deal of programming are currently underway.

**Confidentiality of Student Records**

Since we are still using student social security numbers, I would be remiss not to remind everyone of our responsibility to protect our student’s privacy and to ensure that their records do not fall into the wrong hands. I guess the best advice I can give is to treat your rosters or any other information printed with social security numbers like you would your wallet. Don’t leave them where others can pick them up. Unfortunately, we’ve had several thefts of rosters and other student information. And, there was that unfortunately incident with faculty information also falling into the wrong hands!

Oh, and, by the way, employees will also be given an identification number as part of our conversion. How our identification numbers are used will be worked out with Human Resources, but this may also increase the security of our own individual records!

**Security of Roster System**

Finally, I want to stress the importance of protecting the security of the roster system. This is done by ensuring that no one has your login or password and that all entries to that system are done only by you. I have learned that some instructors are allowing readers to enter information in the roster system. This is extremely problematic and should not be done.

I have a meeting scheduled with the auditors in October to discuss abandoning the requirement of submitting a signed roster to the Admissions & Records Office. To be honest, I don’t believe I can ethically defend the security of our roster system in support of this request if instructors are providing login information to others. The integrity of our system is contingent upon the proper use of the roster system by our faculty. I therefore encourage you take personal responsibility for roster system use.

In closing, I want to express my sincerest appreciate for the work done by Information Services. We have such a wonderful system that is the direct result of years of work on the part of this
magnificent staff. Their dedication to ensuring the successful launch of our student e-mail, their
diligence in programming for the identification number change, and the many other projects they
do that directly affect our ability to serve students in a timely manner is greatly appreciated by
me, and, I’m sure, by many others on this campus. Admissions & Records could not possibly
meet the demands of our students and staff without their efforts.

And, without doubt, I want to thank each of you for your outstanding service to our students. I
am so appreciative of our faculty and their dedication to providing quality education at Delta
College. The Admissions & Records Office is a service center for faculty as well as students,
and it is our pleasure to assist you. If you have any questions, or if I can be of any assistance to
you, please give me a call at 954-5635 or at cmooney@deltacollege.edu.

Have a terrific semester!

Catherine