

Enrollment Verification Improvement Plan

Fall Semester, 2009

Implementation Effort consists of the following changes:

- 1. The “list of shame” (faculty none reporting list) will no longer be sent to the faculty members. The list will be sent twice before the deadline date to the Division Chairs/Academic Aids. Once on the Friday before the enrollment is due and again on the Monday of the week the enrollment is due. This will allow more time for the divisions to track down the faculty members that have not reported.**
- 2. Drop/Add is now three days instead of the normal four.**
- 3. Enrollment Verification reporting deadline has been pushed out one day to Wednesday, August 26th instead of a Tuesday. (Not sure if this is going to be the same way each semester.)**
- 4. Financial Aid will pay aid to students accounts after drop/add instead posting aid 10 days prior to first day of term. This allows Business Office more time to process refunds accurately.**
- 5. Dean’s office will reiterate importance of Enrollment Verification, especially for part-time faculty, through Dean Notes, emails and meetings.**