



**Registration Committee  
MINUTES**

**Date: September 21, 2006**

**Starting Time: 3:00 p.m.**

**Ending Time: 4:30 p.m.**

**Place: SU-18**

**CHAIR:** Herman Lee      **VOTING MEMBERS PRESENT:** Theo Brockett for Norma Bean, Katheryn Garlow, Eduardo Peixoto, Mark Hopkins for Don Sullins, Kara Garavito, Lynda Halttunen, Jose Fernandez, Karen Spooner

**RECORDER:** Ellie Masiello      **NON-VOTING MEMBERS PRESENT:** Rick Gommel, Mea Daum, Susan Rogers, Cheryl Deloatch, Alison Beckett

Order of Agenda Items	Desired Outcome	Resources Used
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A. **ORDER OF BUSINESS** – MINUTES, SEPTEMBER 14, 2006      Approved with corrections

B. **NEW BUSINESS** –

Registration Timetable, Summer/Fall 2007.

There was further discussion about moving up the beginning of summer and fall registration. Members agreed to move registration to April 9<sup>th</sup> after considering and rejecting April 2<sup>nd</sup>. April 9<sup>th</sup> affords Marketing and Graphic Communications the time needed to produce the printed schedule. Once April 9<sup>th</sup> was agreed upon, the committee modified the rest of the timetable. The Summer 2006 registration timetable was tentatively approved.

The committee looked at the dates for the fall 2006 timetable and discussed the early acceptance program and possible dates for registration. Herman Lee also reported that Palomar will implement PS 9.0 in May or June of next year and there may be ramifications that will affect fall registration.

Lynda Halttunen reported that the Early Acceptance Program will be modified in the following ways:

- i. Orientations for high school students will be held on June 2, 9 and 16.
- ii. Students who participate will be given early registration on June 2, 9 and 16. The Registration Priority Policy will have to be modified to allow high school students priority over special program students.
- iii. Students will be given an invoice due on July 11<sup>th</sup> to alleviate the overlap of collecting fees for summer and fall at the same time.

Rick Gommel suggested that there may be a problem with students who miss their appointment and are then permitted to register anyway. The Admissions office gets numerous calls as it is from students comparing registration appointments and calling to complain. Herman Lee suggested that we can alleviate this issue by making their appointment contingent on their participation in the orientation.

Karen Spooner suggested that we schedule another meeting in late October to revisit the fall 2006 dates. Herman Lee asked to be reminded in mid-October so a meeting can be scheduled.