

Collette Hilliard

From: "Collette Hilliard" <chilliard@tvcc.edu>
To: "Audrey Hawkins" <ahawkins@tvcc.edu>; "Jan Boozer" <jboozer@tvcc.edu>; "Angie McLeroy" <mcleroy@tvcc.edu>; "C Beck" <cbeck@tvcc.edu>; "Cindy Akin" <cindyakin@tvcc.edu>; "Cindy Moseley" <cmoseley@tvcc.edu>; "Culley Rogers" <crogers@tvcc.edu>; "Dennis Nolley" <dnolley@tvcc.edu>; "Kathy Guerrero" <guerrero@tvcc.cc.tx.us>; "Linda Daniel" <ldaniel@tvcc.edu>; "Vicki Dossett" <vdossett@tvcc.edu>; "Amanda Levay" <aleyva@tvcc.edu>; "Gayle Martin" <gmartin@tvcc.edu>; "Gail Bayless" <gbayless@tvcc.edu>; <dhandorf@tvcc.edu>
Sent: Thursday, April 28, 2005 3:39 PM
Attach: CHANGES FOR THE FALL 2005 THAT IMPACT GRADUATION REQUIREMENTS.doc
Subject: changes for fall 2005

Attached are some changes in the things we do now that go in to effect the Fall 2005. If you have any questions feel free to contact me.

Collette

CHANGES FOR THE FALL 2005 THAT IMPACT GRADUATION REQUIREMENTS

- 1) No articulated credit awarded from Fall 2005 on can count for the COSC requirement in the core.
- 2) Starting with Fall 2005 no course but the following can count for COSC requirement in the AA core but COSC 1301, COSC 2320 or BCIS 1305.
- 3) The following courses taken Fall 2005 or after can not be used as elective hours for the AA degree:
 - a. ABDR 1441, 1442, 2431, 2435, 2437, 2441
 - b. AUMT 1405, 1410, 1416, 1419, 1445, 2413, 2417, 2425, 2434
 - c. CETT 1303, 1305, 1209, 1325, 1349, 1214, 1357, 1341, 1291
 - d. CPMT 1203, 1311, 1343, 1345, 1347, 1249, 2333, 2237, 2345
 - e. CSME 1205, 1410, 1443, 1447, 1451, 1453, 2237, 2242, 2401, 2410, 2439, 2441, 1430, 1431, 1441, 1443, 1434, 1435, 2414, 2415, 2444, 2445
 - f. DFTG 1405, 1409, 1417, 1433, 1452, 2440
 - g. HALT 1401, 2423, 1422, 2402, 2404, 2414
 - h. HART 1407, 1401, 1403, 1441, 1445, 1449
 - i. HPRS 1106, 1105
 - j. ITSE 1302, 1307, 2258, 1331, 2313, 2216
 - k. MBST 1407, 1409, 2407, 2409, 2447, 2449
 - l. NUPC 1260, 1320
 - m. NURA 1401, 1407
 - n. POFI 1301, 2331, 1240
 - o. VNSG 1122, 1136, 1160, 1219, 1402, 1330, 1334 1361, 1400, 1461, 1320, 1231, 1226, 1509, 1510, 1413, 1214, 1362, 1462
 - p. WLDG 1317, 1521, 1530, 1557, 1323, 2543, 1421, 1425, 1430, 1434, 1435, 1457

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Sent: Wednesday, April 27, 2005 9:16 AM
Attach: kiosk registration.doc
Subject: Fw: letter for pre-reg

Let me try this again with the attachment.

Colette

----- Original Message -----

From: Collette Hilliard
To: Audrey Hawkins ; Jan Boozer ; Angie McLeroy ; C Beck ; Cindy Akin ; Cindy Moseley ; Culley Rogers ; Dennis Nolley ; Kathy Guerrero ; Linda Daniel ; Vicki Dossett
Sent: Wednesday, April 27, 2005 9:13 AM
Subject: letter for pre-reg

Attached is a postcard about pre-reg. Please look at make any suggestions. We will try to finalize this at our next meeting.

Colette

BY INVITATION ONLY

TVCC ANNOUNCES FALL 2005 PREREGISTRATION

Congratulations! You are in a select group of students who will be allowed to pre-register for the FALL 2005 semester. You will be trying out a new kiosk registration system which allows you to register yourself. Registration is August 1-August 4 and August 8-August 11. Hours are 8:00am to 4:30pm with night registration Tuesday, August 2 and Monday, August 8 until 6:00pm.

**To register using this system you will need to have determined your schedule prior to coming campus. Registration will occur at the following locations:
Athens—LRC; Palestine—LRC; Terrell—computer lab room**

Deadline on payment is August 26, 2005. (Payment options are scholarship/financial aid, cash, check, installment plan or credit card).

If you have questions please contact the counseling center at one of the following locations:

Athens	903-675-6350
Palestine	903-729-0256
Terrell	972-563-9573

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Sent: Monday, April 18, 2005 10:05 AM
Attach: concurrent registration letter.doc
Subject: concurrent registration

Attached is the letter for concurrent registration for fall 2005. Please look at and see if there are any problems.

Collette

10/20/2005

April 29, 2005

Dear High School Counselor:

In an effort to make concurrent registration a more efficient and effective process, we have scheduled registration sessions for concurrent students only. The dates and times for these sessions are as follows:

Location	Date	Time
Athens	Monday, August 15, 2005	2:00 pm to 6:00pm
Palestine	Tuesday, August 16, 2005	2:00 pm to 6:00pm
Terrell	Tuesday, August 16, 2005	2:00 pm to 6:00pm

Completed registration forms and checks should not be sent to Dr. Jan Huffstutler's office. We encourage you to accompany your students in order to resolve time and course conflicts and answer any questions. We anticipate this process will be beneficial to you and your students. Of course, the students may register at their designated times during the regular registration August 23rd and 24th.

In addition, students need to have the following paperwork filled out when they come:

- (1) Students enrolled in the Spring or Summer 2005 semester, must have a concurrent form to register.
- (2) Students who were not enrolled in the Spring or Summer 2005 semester must have the following: a concurrent form, application for admission, residency form, and test results. If students are using TAKS, they must have a copy of their student report since the essay score is not on the high school transcript.

Students will be expected to pay at this time. If the school is paying, a scholarship form or letter must be with the student at the time of registration.

If you have any questions, feel free to contact me at 903-675-6306.

Sincerely,

Colette Hilliard
Dean of Enrollment Management/Registrar

Minutes for Counselor Meeting
March 21, 2000

1. Developed a process to help increase concurrent enrollment
 - a. Send letter to Service Area counselors reminding about changes and information on concurrent. Letter will be mailed March 30, 2000.
 - b. Send letter to Service Area superintendents –Ron Baugh will do by March 24, 2000.
 - c. Develop posters and bookmarks to place in the high schools—Cindy A
 - d. Get information on website—Colette
 - e. Get news stories and advertisement –Brian, Colette, Darla
 - f. Fax information on concurrent to service area schools one week prior to registration—Darla and Nancy
2. Pre-registration

PROPOSED PREREGISTRATION FOR FALL 2000

1. After grades run for the Spring 2000, students whose records are clear will receive a postcard indicating information on Pre-registration for the Fall 2000 semester.
 - a. Clear means:
 - i. Does not owe money to TVCC
 - ii. Admissions records are clear
 - iii. Not on suspension
2. Dates for pre-registration are June 12-30.
 - a. Students may register in person from 9:00 to 4:00 except for June 12 and June 22 when hours will be 9:00 to 7:00pm.
 - b. Students may mail in their pre-advisement form during this timeframe without coming to campus.
 - i. Students will mail forms to a central location in Athens
 - ii. Schedules will be confirmed and students registered. A copy of their registration will be mailed to them.
 - c. Sophomore A D N students will be registered after completing current nursing courses with a grade of “C” or better based on advisement at the health science center.
3. Payment Deadline will be July 21st
 - a. Students not paid by this date will be dropped. No exceptions or tracking of students.
 - b. Dropping of the not paid will begin on July 28
 - i. Schedules will be deleted from the computer
 - ii. Students will be sent notification of the drop and the need to register for the Fall semester on August 23rd or 24th

4. Freshman nursing and vocational nursing students will be registered at their orientation.
5. Concurrent High School students will have the opportunity to pre-register
 - a. Athens—Tuesday August 1st
 - b. Palestine—Thursday August 3rd
 - c. Terrell—Wednesday August 9th
6. Freshman Orientations are scheduled
 - a. Athens—July 21st and August 11th
 - b. Palestine—August 4th
 - c. Terrell—August 10th

Areas to be addressed:

1. Payment
 - a. Credit card
 - b. Installment plan
2. Financial Aid
 - a. Departmental scholarships will need to be enter prior to the June pre-registration
 - b. Pell will need to be entered prior to the June pre-registration
3. How will students validate I D cards and parking stickers

COUNSELOR MEETING
FEBRUARY 22, 2001
MINUTES

1. College Prep Day for seniors is Thursday, November 8, 2001. Moved from Friday to avoid pep rallies.
2. Pre-registration for Fall 2001:
 - a. Dates: June 11 through 15
 - b. Times: 9am to 4pm
 - c. Late Night: Thursday, June 14 until 6pm
 - d. Students eligible will be sent postcards
 - i. Must be clear in registrar's office
 - ii. Must be clear in business office
 - e. Deadline to pay is August 3rd
 - f. Students will be dropped August 8th if not paid and letters will be sent
3. Pre-registration for Spring 2002:
 - a. Dates: November 26 through 30
 - b. Times: 9am to 4pm
 - c. Late Night: Thursday, November 29 until 6pm
 - d. Students eligible will be those who are TASP exempt or TASP complete this includes certificate students.
 - e. Deadline to pay is December 11th
 - f. Students will be dropped December 17th if not paid and letters will be sent
 - g. Students who lose their scholarships will be notified by financial aid and be dropped
4. Army luncheon for Athens campus will be April 18th or 20th Dr. Drumgoole will notify us when a date is confirmed.
5. Send Dr. Drumgoole a list of all retention efforts.
6. April 26th is the next counselor meeting to map out in writing all recruiting efforts and retention efforts on a continuing basis and assign areas of responsibilities.

MINUTES FOR COUNSELOR MEETING MARCH 8, 2002

1. FALL PRE-REGISTRATION
 - a. Dates—June 10—14
 - b. Times—8 to 4:00, except Wed the 12th 8:00 to 6:00pm
 - c. Must pay by August 16th
 - d. Students will be dropped on August 19th and sent letters
 - e. Labels will include payment date and withdrawal information
 - f. Student will self address a postcard, reminding of first day of class and withdrawal information
 - g. Postcards will be sent to Registrar's Office and mailed around the 1st of August
2. SPRING PRE-REGISTRATION
 - a. Dates—December 2—6
 - b. Times—8 to 4:00, except Wed the 4th 8:00 to 6:00pm
 - c. Must pay by December 18th
 - d. Students will be dropped on December 18th and sent letters
 - e. Labels will include payment date and withdrawal information
 - f. Student will self address a postcard, reminding of first day of class and withdrawal information
 - g. Postcards will be sent to Registrar's Office and mailed around the 1st of January
3. SENIOR COLLEGE PREP DAY AND COLLEGE DAY
 - a. Date—November 21st
 - b. Time—9am—1pm
4. Late registration is too long—Faculty is complaining to counselors
5. PHONE CAMPAIGN
 - a. Will begin in April
 - b. Will try to incorporate e-mail as a way to stay in contact with students

MINUTES FROM
COUNSELOR MEETING APRIL 22, 2003

1. Fall Pre-registration dates
 - a. Dates June 16, 2003—June 19, 2003 Hours 8am to 5pm
Deadline to Pay—August 18, 2003
 - b. Postcard for students to self address will be sent prior to Pre-registration
Terrell-150, Palestine-150, HSC-250, Athens-400
 - c. Postcards will be mailed to eligible students after the spring semester:
Qualifications for registration are to be clear in business office and registrar's office
 - d. Julie will do stickers to go on schedule with last day to pay
2. Spring Pre-registration dates
 - a. December 1, 2003—December 4, 2003 Hours 9am to 4pm; December 3
from 9am to 6pm
 - b. Deadline to pay December 17th
 - c. Postcards will be mailed to eligible students:
Qualifications for registration are to be clear in business office and registrar's office, and be TASP complete or in a certificate program.
3. Talk about concurrent for summer and fall—continue to use forms that are on hand when new ones are printed this will be change. Attached are the rules for summer 2003 and forward and cost for fall 2003. Also attached is a new copy of the updated concurrent form.
4. New tuition and fees is attached.
5. BIOL 1411=BIOL 1406
6. BIOL 1413=BIOL 1407

		Fall 2005 Kiosk Registration Activity										
Location	8/1/2005	8/2 5pm	8/2 6pm	8/3/2005	8/4/2005	w total	8/8 5pm	8/8/2005 18:00	8/9/2005	8/10/2005	8/11/2005	w-total
Athens	150	67	7	28	48	300	30	3	34	20	48	135
Palestine	56	31	8	14	15	124	7	3	10	7	18	45
Terrell	34	31	11	9	15	100	15	1	9	17	31	73
HSC	5	28	0	1	1	35	8	0	8	1	5	22
Concurrent	0	0	0	0	1	1	0	0	0	0	0	0
Extension	1	0	0	0	0	1	0	0	0	0	0	0
Total	214	141	23	50	68	496	53	6	49	41	87	236
Postcards sent 2147												
1st week	total system											
		23%										
2nd week	total system wide %											
		11%										
Total of	two weeks	732										
		34%										