Grossmont-Cuyamaca Community College District
Checklist of Tasks to Perform Each Term

Category	Tasks to complete for term **Fall 2014**	Comments

Term Dates	▪ Start date 8/18/14; End date 12/15/14
	▪ RYAT:
	    o Registration start date 7/14/14
	    o Add end date 11/7/14
	    o Drop end date 11/7/14
	    o Census 9/2/14
	    o Change "Enforce Registration Priorities Verification" field to Yes
		Done

Registration/ Deregistration	▪ Update WebAdvisor parameters on STWP when Instructional Operations gives approval
	    o WSRP: Search parameters (Note: Add new subjects if applicable)
	    o RGWP: Registration parameters
	    o GRWP: Grading parameters
	    o CSWP: Student class schedule parameters
	▪ Reminder to Special Population offices regarding data entry
	▪ Review/approve registration appointment text
	▪ Get reg schedule from Admissions & Records
	▪ Application cut-off on 6/26/14 (Actual 6/30/14)
	▪ Upload Cynosure to MATI on 6/26/14
	▪ Registration appointments calculated on 6/30/14 and emailed on 7/1/14.
	    o Send separate email to Group 8 (no apt) students alerting them to the Open Reg date
	▪ Open Registration begins on 07/30/2014
	▪ Modify Registration Appointment screen in WebAdvisor to reflect open registration date (SEH (Tool – ST) XWESTS500B TERMS.ID (Do Upon Exit) GEN WMCM
	▪ Review/approve final DREG email text
	▪ Final DREG email on 8/5/14
	▪ Payment deadline on 8/7/14
	▪ DREG on 8/8/14
	▪ Update WebAdvisor FAQ for DREG with dates and term
		Done
		
		Done
		
		Done
		
		Done

Waitlist	▪ Determine/confirm maximum size of wait list: 25 ▪ Turn on waitlist on 7/10/14 ▪ Turn off waitlist on 8/18/14 ▪ Waitlist process stops on 8/4/14; resumes on 8/8/14	
Holds	▪ Grades finalized on 1/2/15	

	▪ DISQ holds placed: 1/6/15 (if winter session, should not be first day of classes)
	    ○ Start date of hold 1/5/15 ; End date of hold:4/24/15
	    ○ Petition process through 1/20/15
	    ○ Data entry complete on 1/22/15
	    ○ Drops on 1/23/15
	▪ TRAN holds placed on 10/20/14
	    ○ Additional date for placing TRAN holds 11/14/14
	▪ BUS holds placed on 11/14/14	

Parking	▪ Color of parking permit: Orange – 021U ▪ Date parking permits ordered 6/9/14 ▪ First day to sell 7/14/14 ▪ Date for temporary permits 8/11/14 ▪ Last day to sell 11/14/14 ▪ Parking permit cost: $40 ▪ Benefit card cost: GC: $12; CC $12 ▪ Check for current content on ASG links for benefit card	
Payment Plans	▪ Confirm schedule/calendar with Nelnet ▪ Update term parameters on Nelnet Admin web page ▪ Last payment plan draw down	 Done
Miscellaneous	▪ Modify rate tables to reflect fee changes (if applicable) : INTL/NRES changes to $193/unit (use RTCP) ▪ Modify/update the Continuous Attendance Rule (RG.CATT)	Done Done
Cron Jobs	▪ Schedule daily batch jobs (Ron) ▪ Create computed column for AR balance (John Saric)	Done Done