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

Category	Tasks to complete for term _**SPRING 2015**_	Comments	Com-plete
Term Dates	- Start date 1/26/15; End date 6/1/15 - RYAT: - Registration start date 11/17/14 - Add end date 4/24/15 - Drop end date 4/24/15 - Census 2/09/15 - Change "Enforce Registration Priorities Verification" field to Yes		
Registration/ Deregistration	- Update WebAdvisor parameters on STWP when Instructional Operations gives approval - WSRP: Search parameters (Note: Add new subjects if applicable) - RGWP: Registration parameters - GRWP: Grading parameters - CSWP: Student class schedule parameters - Reminder to Special Population offices regarding data entry - Review/approve registration appointment text - Application cut-off on 10/31/14 (Actually 11/3/14) - Registration appointments calculated on 11/3/14 and emailed on 11/4/14 - Open Registration begins on _____ - 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 1/13/15 - Payment deadline on 1/15/15 - DREG on 1/16/15 - Update WebAdvisor FAQ for DREG with dates and term		
Waitlist	- Determine/confirm maximum size of wait list: 25 - Turn on waitlist on 11/14/14 - Turn off waitlist on 1/26/15 - Waitlist process stops on 1/12/15; resumes on 1/16/15		
Holds	- Grades finalized on 6/5/15 - DISQ holds placed on 6/8/15 - Start date of hold 7/10/15; End date of hold: 11/13/15 - Petition process: N/A as holds placed are for Fall 2015 - Data entry complete on: N/A		

My documents/Datatel/Semester Checklist

	o Drops on: N/A ▪ TRAN holds placed on 3/30/15 o Additional date for placing TRAN holds: 4/24/15 ▪ BUS holds placed on: 4/24/15		
Parking	▪ Color of parking permit: Dark Green 342u ▪ Date parking permits ordered: _____ ▪ First day to sell 11/17/14 ▪ Date for temporary permits 1/19/15 ▪ Last day to sell: 4/24/15 ▪ 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		
Miscellaneous	▪ Modify rate tables to reflect fee changes (if applicable): N/A ▪ Modify/update the Continuous Attendance Rule (RG.CATT)		
Cron Jobs	▪ Schedule daily batch jobs (Ron) ▪ Create computer column for AR balance (John Saric)		