

1. Introductions
  - Bob Davis – Grossmont Cashier
  - Daniel Hernandez – Grossmont Financial Aid
  - Marsha Raybourn – Grossmont Instructional Operations
  - Eric Lane – Information Systems (transitioning into Sheri's role)
2. Summer 2014
  - Results of MIS reporting process including the Student Success elements – resubmittal in process; please no SSN changes through Wednesday, October 22, 2014
3. Fall 2014 Calendar
  - TRAN holds placed on 10/20/14
  - BUS/TRAN holds will be placed on 11/14/14
  - Grades finalized on 1/2/2015
  - DISQ holds placed on 1/6/2015 (if winter intersession, should not be first day of classes)
    - Start date of hold 1/5/15; end date of hold 4/24/15
    - Data entry complete on 1/22/15
    - Drops on 1/23/15
4. Spring 2015 Calendar
  - Changes for Spring registration include:
    - Athletes – included via saved list
    - FYE/FA – included via saved list
    - Middle College – included via saved list
    - Over 90/probation/first time not matriculated – will be given appointments over 2-3 days
  - Deadline for entry of “better priority” is Friday, 10/31
  - Will run XMTI on Monday, 11/3 (early a.m.) and use information from Cynosure only
  - See below for revised wording of priority registration emails
  - Priority registration begins Monday, 11/17/14
  - DREG on Friday, 1/16/15
    - Final DREG email on Tuesday, 1/13/15
    - Payment deadline on Thursday, 1/15/15
  - Color of parking permit is Dark Green 342u
    - Temporary permits begin 1/19/15
  - Classes begin Monday, 1/26/15
  - Note: For Winter Intersession, parking permit is required; can be Fall 2014 or Spring 2015
5. Ability for students to request transcripts online – sent updated term file, “freebie” file and institution file; still trying to identify pilot dates with Credentials
  - Need to review next steps with Credentials and confirm \$2 during “test” period
6. Web UI training and practice – roll-out to additional users to be scheduled - Link in SIM is <http://ui.gcccd.edu:8084/sim/index.htm>; users have provided some good feedback; IS continues to update the documentation based on this feedback; need to incorporate use of document imaging

7. Signed contract with Ellucian for resources to assist with a software upgrade (releases from April 2013 through October 2014)
  - Includes improved functionality for pre-reqs and co-reqs
8. Research on “recency” requirements for pre-requisites
  - [Eric sent query on 3CDUG list serve asking for what other colleges are doing](#)
9. Update on missing SSN’s for 1098-T reporting  
[Will send emails to students missing SSN/ITIN information \(OK to send week of 10/20\)](#)
  - INTL excluded
  - Approximately 500 students for 2014 calendar year
  - [Email text follows:](#)

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

From: [AdmissionsNRecords@gcccd.edu](mailto:AdmissionsNRecords@gcccd.edu) [<mailto:AdmissionsNRecords@gcccd.edu>]

Sent: Monday, October 13, 2014 10:55 AM

To: Sheri Willis

Subject: Grossmont-Cuyamaca Tax Relief Account Information

Dear Sherilyn,

You are receiving this email because our records indicate you do not have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on file with the Grossmont-Cuyamaca Community College District. Federal regulations require students to furnish their Social Security Number or Taxpayer Identification Number. Students who do not have a SSN may apply for an ITIN with the IRS. Please visit [irs.gov/Individuals/Individual-Taxpayer-Identification-Number-\(ITIN\)](http://irs.gov/Individuals/Individual-Taxpayer-Identification-Number-(ITIN)) for more information.

An individual who fails to furnish a Social Security Number or Taxpayer Identification Number upon request by the institution can be subject to a \$100 penalty imposed by the IRS. (26 C.F.R. 1.6050S-1(e)(4)).

GCCCD is required by law to keep your SSN private and secure and not to reveal it without your permission. If you provide your SSN, you can be confident that it will not be misused.

Students must submit form W9S to the Admissions and Records Office. This form is located at: <http://www.irs.gov/pub/irs-pdf/fw9s.pdf>. Please note the name on your student record must match the name printed on your SSN card. You may submit this form in person, by mail or fax to your home college.

If you have any questions about this request, please contact your Admissions and Records office.

Cuyamaca College Admissions and Records 900 Rancho San Diego Parkway El Cajon, CA 92019 Office: A-319, One-Stop Student Services Fax: 619-660-4575

Grossmont College Admissions and Records 8800 Grossmont College Drive El Cajon, CA 92020 Office: Student Service & Administration, Building 10 Fax: 619-644-7933

Sincerely,

Aaron Stack Interim Dean, Admissions and Records and Financial Aid Grossmont College

Victor DeVore Supervisor, Admissions and Records Cuyamaca College

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10. Other Items

- COTOP process – District Accounting working with A&R to streamline process – more later (in the Spring)
- District website transition – recommend separate email to students (as opposed to incorporating into priority reg email)

11. Next Meetings

- 2<sup>nd</sup> Fridays are 11/14 and 12/12 @ 1:30 in the District Training Room

**Priority Registration E-mail**

Dear @STU.SORT.FIRST.NAME ,

Registration for Grossmont College and Cuyamaca College for the Spring 2015 semester begins on Monday, November 17, 2014.

Your scheduled registration date and time is: @G78.STU.RGPR.DATE @G78.STU.RGPR.TIME

You may register on or anytime after your assigned date and time. To increase the likelihood of obtaining your preferred classes, it is strongly recommended that you register as close as possible to your assigned date and time. Please visit WebAdvisor <https://wa.gcccd.edu/> to search the class schedule, register, make payments and access other student services features.

Special Note: Intersession 2015 is a highly condensed class session that begins on January 5th and ends on January 24th. It is strongly recommended that students register in no more than one section during the intersession.

Do not reply to this email as it was sent from an automated process.

**Email to those students in “assigned” open reg:**

Dear @STU.SORT.FIRST.NAME ,

Based on District priority registration policies, you may register on or after (enter date and time). To increase the likelihood of obtaining your preferred classes, it is strongly recommended that you register as close as possible to your assigned date and time. Please refer to <http://www.cuyamaca.edu/admissions/changes/priority.asp> for detailed information about these policies.

Please visit WebAdvisor <https://wa.gcccd.edu/> to search the class schedule, register, make payments and access other student services features.

Special Note: Intersession 2015 is a highly condensed class session that begins on January 5th and ends on January 24th. It is strongly recommended that students register in no more than one section during the intersession.

Do not reply to this email as it was sent from an automated process.