

MEMORANDUM

TO: College community

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs
Guam Community College

SUBJECT: Phased-in Elimination of Late Registration

DATE: February 27, 2013

CONTROL #

AVP Memo

2013-03

Based on feedback received from various groups of the campus community, I have determined a course of action for eliminating Late Registration. After reviewing the data on student success relative to late registration, and listening to concerns of the department chairpersons, student organizations, and administrators, I have decided that a phased-in approach is necessary. In consultation with Registrar Patrick Clymer, the detailed implementation plan is as follows:

Fall 2013:

1. Reduce Express Registration to 2 days; the Monday and Tuesday before the first day of classes (8/12 & 8/13);
2. Reduce Late Registration to 3 days; Wednesday, the first day of classes, through Friday (8/14, 8/15, & 8/16);
3. However, Saturdays only classes may be dropped or added the Monday after the first day of classes (8/19); and
4. Online registration will stop at 5pm (8/13) the night before the first day of classes; only counter registration will be entertained during late registration.

Summer 2013:

1. Express Registration is not held for Summer Registration.
2. Keep Late Registration for all students to 2 days only (6/7-Friday & 6/10-Monday); and
3. Online registration will stop at 5 pm the night before the first day of classes (6/6); only counter registration will be entertained during Late Registration.

Spring 2014:

1. Eliminate Express Registration;
2. Keep Late Registration for all students to 3 days (1/15, 1/16, & 1/17) ; and
3. Keep Late Registration for Saturday only classes Tuesday (1/21) after the first day of classes since 1/20 is a holiday.
4. Online registration will stop at 5pm (1/14) the night before the first day of classes; only counter registration will be entertained during late registration.

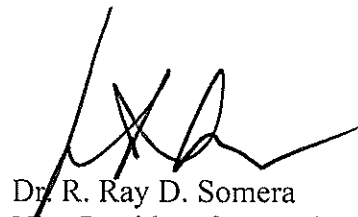
Fall 2014:

1. Completely eliminate Late Registration;
2. Move the last day of registration to 3 days before the first day of classes; and
3. Online registration will stop at 5pm the night before the last day of registration.

As a result of these changes, the 5-year calendar will be revised for Board approval. It will also be necessary to revise schedules appearing in the catalog and other college documents, as necessary and appropriate.

Finally, I would like to emphasize that this effort is directly related to the college's commitment to student success. The change we are making in the registration process is only one effort in this regard.

I look forward to other ideas, innovative and creative, that will transition our students from admission to graduation.

A handwritten signature in black ink, appearing to read 'R. Somera', is positioned above the printed name and title.

Dr. R. Ray D. Somera
Vice President for Academic Affairs