

Improvement Dimension
Report for PI 9.1 & 9.2
Pre-Registration Sessions
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Pre-Registration Sessions Questions – Interviews with Staff, Faculty and Students

How do we determine the appropriate time to conduct pre-registration sessions?

For the past couple of years, the Dean of Students has determined the appropriate dates for pre-registration sessions. There are two pre-registration sessions held during the fall and spring semesters when students with sophomore standing can pre-register two days before the freshman students. These dates had previously been determined by the posting of the next semester's schedule; however, we now post a full year schedule so the dates for the pre-registration sessions are a little more flexible. Typically the pre-registration session for the spring semester is held in mid-November and the pre-registration sessions for the fall semester are held in mid April and three more sessions during the summer months. For the summer pre-registration sessions, certain days of the week had been determined as better than others by past attendance numbers. Note: Prior to 2006, a committee determined the pre-registration dates and activities.

How do we determine the schedule of events for pre-registration?

Schedule - In the past, a committee has set the schedule of activities and determined who would be in charge of each activity such as pre-registration packets, check-in, placement testing, advising, family member activities, lunch, campus tours, financial aid, housing and computer lab support for actual registration. The committee included key personnel from the areas listed above. Trial and error and post pre-registration meetings (what worked, what didn't work) have determined the current schedule which has been in place for a few years now.

Location - The locations for the pre-registration activities have evolved over the years based on attendance numbers, location of computer labs for placement testing and registration, and room capacity for advising. Most of the activities are either centrally located for easy access and traffic flow or picked for aesthetics. Currently, rooms T131 and T132 are used for check-in and advising. Placement testing is conducted in the ATC or BTC computer lab. The Family Breakroom is located in the Student Center and a workshop for parents is located in the Board room (T274). Registration is done in the Learning Skills Lab and lunch is served in the Cafeteria. Campus tours depart from "The Corner" next to the Student Center.

Hand-out Materials – Students receive a pre-registration packet which includes a class schedule, catalog, trial schedule, student file (application and transcripts), and a folder with the pre-registration's schedule, orientation invite, Counseling/Testing Center information, disabled

student information, and EWC assessment information. The Dean of Students and the Recruiter have determined what is in the hand-out materials. The material is typically documents needed by students to complete pre-registration and current pertinent college information.

Advisors – All advisors are available for the pre-registration sessions during the fall and spring semesters. For the summer pre-registration sessions, advisors sign-up to help with any one session or all of the sessions. Compensation includes a full personal day for any session and if an advisor helps with all three sessions they receive a lunch ticket as well. If there is a concentration of student majors signed up for a particular session, an advisor from that area would be encouraged to help with the advising for that session. At each session during the summer, advisors are given a Tip Sheet and may attend an advisor meeting before the session begins. The advisor meeting provides information about what's new, class cancellations, and other pertinent information needed for advising. Over the last few years, the same advisors have helped with pre-registration sessions and have not needed any type of formal training. The established advisors have also been mentoring any new faculty within their respective areas. Advisors would like a more private setting for the advising during summer sessions and concern is expressed because there is limited access to advisors during the summer months.

Parent Workshop Presentation – The Dean of Students prepared a presentation for parents addressing the “Adjustment to College”. It has essentially been the same presentation given over the past few years. The Director for Counseling & Testing is the current presenter.

Placement Testing - According to the college catalog, all associate degree-seeking students must take placement exams in English, math, and reading prior to registration to aid in proper class placement. All certificate and nondegree-seeking students must take the placement exams prior to enrolling in certain English or math courses. Students with appropriate ACT scores may not need to take placement testing. Students have submitted transcripts prior to pre-registration and those along with their intended major determines whether or not they will need to take placement exams during the summer pre-registration sessions.

Lunch – In the past, volunteers did a picnic lunch with grilled hamburgers, chips, salad and dessert. This was done because there was no food service staff on contract during the summer months. This past year, several food service staff members were moved to full-time status, so they provided the lunch for the summer sessions.

Documentation – Summer Pre-Registration Activities Schedule, Pre-Registration Checklist (Need to get Tip Sheet and Parent Workshop Presentation)

How do we target students to come to a pre-registration session?

Marketing – The College Relations office provides press releases for each pre-registration session, prints pre-registration dates on class schedules, and advertises dates on the marquee and website. For the summer sessions, the Student Services staff and the Recruitment

office direct mail all prospective students and students, who have sent in applications, an invitation letter to attend a pre-registration session in April. Students are encouraged to call or email as to which session they will be attending. A second mailing which includes a postcard is mailed out in May to those students who have not signed up for a session. After each session, another mailing is sent to students who have not attended a session to date.

Documentation – Invitation letters

How does the number of students registered during pre-registrations effect the college?

A record of the number of students who attend pre-registration sessions is only used internally by the recruitment office to compare with previous years attendance. The number may have been used by the previous Dean of Student Services to determine lunch accommodations, room accommodations, and number of pre-registration packets for the past couple of years.

Conclusion

Some aspects of pre-registration sessions have been assessed after a fashion by a past pre-registration committee using observations in a “what worked, what didn’t work” approach. These included where to have pre-registration sessions, and when to schedule the pre-registrations. The materials included for pre-registrations are pretty much determined by what students need to complete registration along with current college information. A count of attendees from the previous year may influence the lunch accommodations, room accommodations and number of information packets. I’m not sure if these are systematic assessments or not (PI 9.1). Do we use the results of assessments to improve existing practices for pre-registration sessions? I believe we do use what information we gather to improve the next pre-registration sessions. (PI 9.2) Could we do better? A simple survey could be given to students and parents during pre-registration to help determine Parent Workshop Presentation material, lunch activities, and even feedback on invitation letters (we send out two letters and a postcard to students who have already submitted an application). Faculty could also be surveyed—they could have some ideas on what kind of incentive could draw more of them in for summer pre-registrations. A pre-registration committee could be reinstated. Their first task could be to come up with more timed, focused and data based assessment activities.