YRO Operations Workgroup
Minutes from October 2, 2002 Meeting

Present: Feliciano, Dear, Entrican, Blake, Favila, Hall, Ramos, G.Self, Perez, Glasmire, Norton

Absent: Barrick (excused), Trigales (excused)

Glasmire opened the meeting by introducing Jeanette Norton, the new manager of the Student Financial Services Center. Jeanette will be added to the group. Jeanette may replace Self and/or Feliciano once she has settled into her new position.

Updates to Summer 2003 Web Pages

Glasmire asked for feedback from each constituent group regarding updates to the Summer 2003 “information for students” and information for faculty/staff” web pages. Favila indicated that she had sent drafts to each of member of our group asking for feedback by October 16. Many of the groups have completed their initial changes. All will have them done by October 16.

Favila asked about the “fac/staff” pages. Glasmire said that most of these would not need to be changed because the information is the same as last summer. The FAQ’s may need some updating and Favila will send these to Glasmire for revision.

G. Self and Feliciano reported that they have completed their revisions. The biggest change will be to the refund process because of the new refund policies, which require pro-rated refunds. G. Self noted that the refund policy does not permit pro-rated refunds for course that are four weeks or shorter in length. She asked whether these courses could be identified in some way on SIS+ so they could be flagged as not eligible for a pro-rated refund. Hall suggested the use of a special footnote that could serve this purpose and also alert the students about the refund limitations for the course. Favila indicated that this could be done. Favila also suggested the possibility of printing a special notation in the schedule after the course to alert students. Favila will investigate this further as we begin the schedule building process.

Dear indicated that the Financial Aid information had been updated. He will email the changes to Favila. The financial aid process and timeline will remain the same. Perez noted that the summer financial aid application will be done online again and will be available the same time as last summer.

Hall said that most of the Admissions/Records changes were done. However, she and Trigales had discovered a problem with the CASPER registration dates. The first week of CASPER is scheduled for the week of Spring break. After some discussion, we agreed that we could not start CASPER until the week after Spring break. Glasmire asked whether CASPER could be shortened to less than 3 weeks. Favila said that the dates needed to be finalized immediately because the 03/04 schedule building instructions were to be distributed by Friday. Hall and Trigales will discuss the CASPER dates and let Glasmire know by Thursday morning (10/3). *(NOTE: The CASPER dates have been set as April 21[M] through May 7[W] with the initial date for accepting fee payments being April 7 and the Summer 2003 Planning Assumptions document has been update to reflect this change. A copy of the planning assumptions is attached)*

Next Meeting

Glasmire noted that the October 9 meeting has been cancelled because he will be at a meeting off-campus. The next meeting is scheduled for Wednesday, October 16, 1-2 PM, in Lassen 3008.

Meeting adjourned at 1:40 PM.