Present: Blake, Barrick, Glasmire, G. Self, Trigales, Feliciano, Entrican, Hall, Perez, DeKorte

Absent: Ramos (excused), Favila (excused)

**Enrollment Update**

Glasmire presented an enrollment update including activity through the first day of CASPER Plus (May 28). The enrollment report is attached. Glasmire will do another report after May 29 and then weekly reports on Monday mornings once classes have begun.

**Registration Status Report**

Trigales reported on registration activity. Help line is receiving many calls from students who have not been able to get classes. Students are being told to continue checking CASPER Plus in case some students drop and also to attend the first class meeting to see if the instructor will approve an “Add Permit”. Those who have not paid fees yet are being told to check for course availability BEFORE paying fees, especially since the late registration fee is non-refundable. Feliciano reported that the Student Financial Services staff is giving the same message when students visit their office to pay fees for summer.

Trigales also reported inquires about Open University. These students are being told about the Open U. registration process and that enrollment is on a “space available” basis. Because so many courses are full, students are being told that their chances of enrolling are slim and that CSUS students have first priority for available seats. The RCE/CCE registration counter will be open until 6 pm. during the first week of school to accommodate Open U. registration as will the Customer Service Counter in Admissions and Records.

**Fee Payment/Refund Status Report**

Feliciano reported the following information on fee payments as of 5/28/02:

- Total paid = 5,030
- Paid via CasperWeb = 1,190 (23.7%)
- Paid via C@spere.NET = 1,002 (19.9%)
- Paid via mail, in person or drop box = 2,838 (56.4%)

G. Self reported the following information on refunds processed as of 5/29/02:

- Drop in unit refunds = 77  (23 because classes were full, 1 because of cancelled class, and 44 for other reasons)
- Semester Withdrawal Refunds = 297 (154 because classes were full, 143 for other reasons)

Glasmire calculated that about 4,700 students have paid fees and NOT received refunds, but only about 4,200 students have registered. This means that about 500 students are still planning to
register. Assuming that most of these students are able to register for some classes, the total number of students for summer should be somewhere between 4,500-5,000 (very close to the initial projections). Based on feedback from her staff, Feliciano noted that many of the students who are paying fees now are in the College of Education. Feliciano also noted that some students are requesting refunds and dropping summer classes because they did better than expected in their Spring classes (i.e., they registered for Summer to hold a spot in case they failed their Spring course). This should open up a few seats.

Financial Aid Status Report

Perez report the following information:

Summer Financial Aid applications processed = 1,234 (unduplicated)
Number packaged = 633
Aid awarded = $1.6 million

The initial disbursement run shows only 69 students eligible for disbursement. Letters have been sent to all students with Financial Aid “holds” indicating that they either must add more units or adjust their aid application to reflect the actual number of units they actually have before aid can be disbursed. Students who are enrolled in less than 6 units are generally NOT eligible for aid.

Perez also noted that $57,000 in SUG is being awarded to summer aid applicants. This is money left over from the current academic year because of changes in students’ eligibility, withdrawal from school, etc..

A question was asked about the deadline for summer Financial Aid applications. The deadline is June 14. To be eligible for summer aid, students must also have filed the FAFSA for the 01/02 aid year (June 30 deadline).

Perez asked whether there were controls in the financial system to ensure that summer aid is used to offset summer debts, not Fall. Feliciano indicated that debts for fall do not appear on the system until after “tuition calc” is done for Fall. This will not occur until mid to late August, so there should be no problem with summer aid disbursement. Perez and Feliciano will check with Clint Lee in Management Services to ensure that summer aid is applied to the appropriate term.

Other Items

Blake asked whether students could be administratively dropped for courses if they fail to show up for summer classes. Hall indicated that the drop policy allows this. Blake suggested that a reminder about drop policies and deadlines, refund policies, etc. be sent to all department secretaries, so faculty are reminded of the policies for summer. Hall and Trigales will develop something and distribute it to all department secretaries and chairs with a copy to the associate deans.

Next meeting is scheduled for June 12, 1-2 pm. in Lassen 3008.

Meeting adjourned at 1:40 pm.