Attendees: Cheryl Bassett, Troy Boquette, Paul Crane, Kim Doane, Chris Engle, Alana Ferguson, Philip Greenfield, Lisa Gronauer, Mark Leach, Emily Varney, Gail VanEtten, Nicole Woods

Absent: Mike Cieslinski, Michelle Montpas, Steve Robinson, Melissa Rueterbusch, Michele Traver

The sub-team provided an update on their work.

P. Crane provided further information discovered after the sub team’s last meeting:

- **24-hour registration access:** Is date specific and expires on the next date, whether WLAV is run at 12:01 am or pm. (If run at 11:30 pm, access would expire in 30 minutes). Therefore, to give maximum registration opportunity, WLAV should be run at 12:01 am or shortly after.
- **WLAV may be run multiple times in a day without closing the registration “window.”**
- **“Space Available Paragraph” works hand in hand with “Space Available Comm Status.”** If we use the “Space Available Paragraph” but there is no email address for the student, then the “Space Available Comm Status” comes into play. The choice is either, not both. Note: the “Space Available Comm Status” does not go to students. It would populate on CCRI which isn’t actively monitored/used.
- **Email addresses:** the email address used (when there is more than one email listed in (NAE) is controlled in ACWP. As that screen is set-up, emails are going to WWW addresses first, rather than MCC. It is not known who controls this screen, likely Admissions or HR.
- **WLDF: Space Available** – there is a Datatel bug associated with this screen. If it is left blank, the system will send out the registration message saying the student is enrolled, rather than wait listed. Therefore, this field must be populated with the appropriate verbiage.
- **Student Enrolled paragraph and Space Available Comm paragraphs** are only used with Auto Move and should be left blank.

Additional Information, Issues, Questions and Parking Lot Issues:

1. M. Leach displayed the share point sight where documents, meeting minutes and other information will soon be available to team members.
2. **Question: Should we look at Auto Move at all, or will we use Permission to Enroll for all courses?** This question generated a great deal of discussion. The Sub-team will test the Auto Move process.
3. **Discussion of payment deadlines:** The 2 Business Day timeframe for securing payment was discussed. It might be feasible to eliminate this payment time since it will delay registration of students who may be on wait list and have secured payment. Chris Engle will follow up on this.
4. **Multiple Section Wait List.** The team discussed the pros and cons of allowing multiple sections wait listing for some courses. It was determined that one wait list per course would be allowed.

Parking Lot Issues:

- Email addresses
  - M. Leach will look at system report to quantify.
  - T. Boquette will investigate what Admissions is doing with emails.
• The team will continue to look at whether Auto Move or Permission to Register is the better method to recommend.

Sub-Team Testing:
• Auto-Move Process
• Is it possible to register and wait list, or wait list only, more than 18 credits?

Notes prepared by,

Sherry Rosenberger