

## **STUDENT SERVICES DIVISION**

Status Report as of

August 22, 2013

### Student Services Administration

- Assigned Steve Cornelison to handle Student Conduct during the 2013-14 academic year to keep the lines of appeal open.
- Assigned Robin Marek to chair the Admissions and Standards Committee during the 2013-14 academic year to keep the lines of appeal open.
- Assigned Ruthea Coleman to take Linda Nickell's place on the Student Aid and Awards Committee to keep the lines of appeal open.
- Delegating more involvement in serving students with disabilities to Annette Deaton.
- Fielded 52 applications for Access and Diversity Scholarships. Conducted Diversity Committee meeting to review applicants and awarded funds to 19 individuals.
- Fielded eight completed applications for Emergency Loans and have awarded three of them as of Tuesday morning. Others trying to come up with their portion of the funds required to get the loan.

### Admissions

- Processing applications
- Assisting students in person and on the phone
- Registering Dual Enrollment Students

### Financial Aid

- Office traffic and phone calls have been extremely heavy leading up to August 14, the last day to confirm or pay fees. This leaves little time to process aid for students.
- Called students to remind them of the confirmation deadline.
- Calling students as they are awarded to have them register and confirm the same day.
- Reviewed summer semester grades, determined each student's financial aid status for the fall, and sent letters to probation and suspension students. Of the 360 students on aid this summer, 154 went on financial aid suspension. The 43% was consistent with last summer.
- Preparing student appeals for the Student Aid & Awards meetings on August 13, 20 and 27.
- Continue to make student work assignments for the fall semester. Student orientation sessions were scheduled for August 16 and 19.
- Determined the amount of excess cash in our Perkins Loan fund, as requested by DOE. Excess federal funds have been returned by the business office.

### Athletics & Student Activities

- Working on revisions to the activity budget based on changes requested by SGA officers.
- Working on promotional activities for each basketball weekend.
- Making sure each athlete has finalized class schedule and all necessary processes for the Fall semester.

- Working on the Delmer McNeal scholarship. Have spoken with several former players about endowing a scholarship in his name.

### Records

- Robin Marek reported processing summer grades, all but the RAD class that is finishing this week
- Posted degrees for summer students
- Posted transfer credit for 190 students in the last two weeks
- Processed 670 outgoing transcripts in the last two weeks
- Testing method of tracking student withdrawal and reason for withdrawal
- Testing Faculty Feedback as an early alert and midterm grading option

### Registration

- Completed Jackson campus Great Expectations sessions, one more session at each off-campus center. Should have the final tally of attendees by the end of the week.

### Disability Resource Center

- So far have 40 students registered and paid for fall who are requesting accommodations.
- Setting up remote captioning services for hearing impaired student in her four classes and contacting instructors to give them a heads-up.

### Counseling and Career Services

- Annette Deaton worked with the Print Shop to have posters, bookmarks, and handbills printed to promote the CashCourse® program during the fall semester. She also has scheduled dates for CashCourse® workshops for the fall semester and will have a table at the Welcome Back Bash to distribute information about the program.
- Along with Linda Nickell met with two of The Star Center's staff members to discuss their services as well as technical options for individuals with various impairments.
- After reviewing utilization results, determined to renew the online mental health assessments.
- Met with several students for career counseling as well as those that were referred by the Student Aid and Awards Committee.
- Next week will begin running attendance reports and trying to contact students who have not attended class. Ongoing effort throughout semester to reach students who are reported in Banner as having stopped attending.

### Placement Services

- Frances Anthony reported registering six new users; none reported getting jobs the past two weeks; processing 14 new part-time positions and 17 new full-time positions, two temporary positions and three internships; she assisted 13 people with their resumes.

### General Counseling and Career Services Functions

- Tina Williamson served on screening committees that completed interviews for both the Coordinator of Instructional Technology and Public Relations And Marketing Positions.

- Working on scheduling dates for college and university recruiter visits on campus this fall semester. Also scheduled Annual College Transfer Fair for Nov. 13.

#### Veterans Affairs

- Tracy Morton reported having certified approximately 75 returning students receiving veterans' benefits and 28 new students for a total so far of 106. He still is working with several stragglers.
- Working on reporting summer grades beginning today - Thursday.