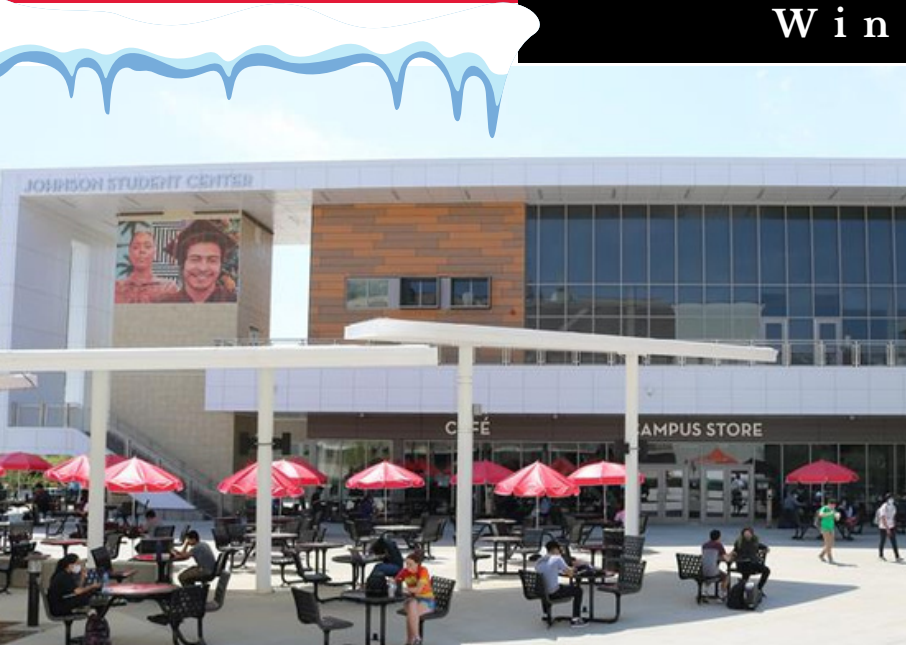## ADMISSIONS & RECORDS
SAC.EDU/ADMISSIONS

Winter Newsletter

DON'T FORGET!

Our email has changed! Please send all communication to: ADMISSIONS@SAC.EDU

REPEATING A COURSE FOR THE THIRD TIME

Students who are taking a course for a third and final time will no longer need to submit a petition to A&R. Students can now enroll themselves via Self-Service! A&R will notify students of the repeat policy via email.

FACULTY UPDATES

END OF TERM REMINDER

Important Reminder for Faculty! **Please remember to submit your grades and positive attendance hours by Thursday, December 14, 2023 on Self-Service.** This will keep the College on track to submit required MIS and 320 attendance apportionment data for the end of the year!

ADD/DROP NOTIFICATIONS
IN YOUR INBOX

In an effort to maximize classroom capacity, faculty will receive add/drop notifications via email from the start of class through the last day of the course. The email will include all courses taught by faculty based on enrollment changes per course section with identifying student information. An opt-out feature will be available in Self Service. This notification should assist faculty during the add and drop period. Notifications are scheduled for full implementation in January 2024 at the start of the Intersession.

A&R UPDATES

NEW DYNAMIC FORMS GOING LIVE!

We have developed and are testing the Course Repetition Exception and Late Add Petition forms! With the Late Add Petition, a student can start a petition which will then be automatically routed to the relevant faculty for approval, to the Division Dean, and finally to the VP of Instruction's office without having the student visit multiple departments on campus.

A&R - SPECIALIZED

A&R has implemented specializations in various areas, allowing individual staff members to take leadership roles within the department. Leads have been identified to support CJ/Fire Academies, Upfront Evaluation, Residency, Ocelot, and Dynamic Forms. Exciting things are happening in A&R. Our team is eager to bring about these changes, and we can't wait to show you what's next!

PROGRAM FLAGS IN COLLEAGUE ARE LIVE!

Special programs can now maintain program membership in Colleague using the CORM screen. We are transitioning from spreadsheets, lists, and emails to extracting student data directly from Colleague. This process will not only maintain the integrity of student records, but also streamline the reporting function for Institutional Research. Departments can easily request reports such as success and retention rates, GPA, academic standing, and more for their student population. Programs with dedicated courses will be able to flag students and only allow approved students to enroll in those courses without zero-capping the section. A&R started training departments within Student Services and Dual Enrollment. If you are interested in capturing your program, please feel free to connect with A&R.

REVAMPED A&R WEBPAGES
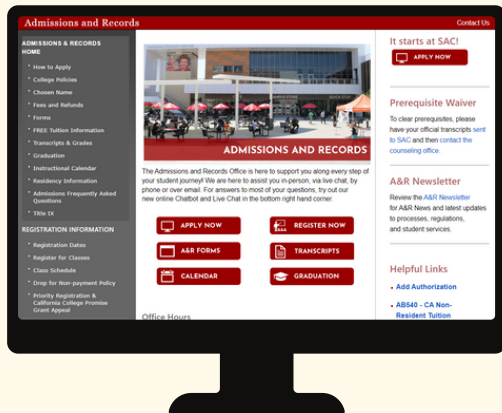
The sac.edu/admissions webpage has been updated with student friendly navigational buttons to the most commonly used pages. Up next, we plan to revamp the Forms page to make it easier for students to find the correct form and streamline the page's navigation.

UPFRONT EVALUATION HAS LAUNCHED!

It's official—A&R will now clear prerequisite courses that are equivalent to ENGL-101 and MATH-083 for all California Community Colleges! This process removes one barrier for students looking to register for classes quickly. Region 8 transcripts will be evaluated (Plan A, B, and C) based on units completed at SAC and program of study. This, in turn, boosts Full-Time Enrollment (FTE) and contributes to the calculation for the Student Centered Funding Formula.

Hats off to you!

A&R thanks important members within our college community who have helped in our quest to improve the enrollment process for students and the general public. These individuals/department have contributed their expertise in a collaborative manner that deserves our appreciation.

Jennifer Meloni
Associate Professor & Department Chair

Professor Jennifer Meloni from the Fire Tech Department created training materials to help her students apply through the CCCApply, boosting compliance with CCCIDs. Her efforts helped streamline the enrollment process. Thank you, Jennifer!

Noelle Dessler has played a tremendous role in getting us ready to roll out Program Flags in Colleague. Noelle is an Applications Specialist III and has been with the District for 5 years. Thank you for your hard work, Noelle!

Noelle Dassler
Applications Specialist III

The SAC Graduation Office has been an incredible support in our roll out of upfront evaluation! Thank you Christine, Gina, and Tina!

FEATURED A&R STAFF

JAY NGUYEN

Jay recently accepted a full-time permanent position as an AR-II. We are grateful for his technological skills and are excited to continue working with him!

YOI TANAKA

Yoi Tanaka (she/her) started last month as the new Associate Dean of Admissions. Yoi joins SAC from ArtCenter College of Design where she was the Vice President of Admissions.

STEPHANIE TATEKAWA

Stephanie Tatekawa (she/her) will be leading the AR 3 team through upfront evaluation. She brings previous experience in evaluation and is a great asset to our team!

ERIN RIDGWAY

Erin Ridgway (she/her) will be the lead point of contact for all things Fire Technology and CJ Academies and Program Flags. She also designed this newsletter!