

Completion Date	Task	Person Responsible
mid-January, or ideally sooner. I would like to actually have them in December or November	<p>All reg dates for Fall, Spring &amp; Summer must be set by mid-January, Needed dates are:            Pre-reg Start Date (1st possible date to reg anyone for EACH term - usually starts with limited enrollment program special registration)</p> <p>Pre-reg End Date (last day of restricted registration)</p> <p>Add End Date (decide whether we'll have a 2, 3, 4-day or otherwise 'Add' period)</p>	Claire McCaskill
Both of these tasks needs to be done early on in any given registration period	<p>As a Division Chair, my presence on the Registration Committee is important so that the committee has a pipeline back and forth to the faculty. In that role, the duties that are assumed by all the division chairs is the scheduling of advising coverage for the registration periods. Within that capacity, I volunteered this year to coordinate the reserving of rooms in the AT bldg. for the open registration days right at the end. I contacted Dreama and Susan Marshall to get the computer rooms lined up and be sure that Datatel and Web Advisor was up and working on the computers. I also went back and forth with the Academic Team to let them know the details about the room schedule.</p> <p>A piece that Anne Hockett took on this year was getting with Jackie Pettiford on the SOAR sessions. That was very helpful because she interfaced then with the other Division Chairs to tell us specifically the type of coverage needed for the various SOAR sessions.</p> <p>All of this applies to Open Registration 8/7 - /14, at Jamestown</p> <p>*Library will be open 8-6:30 pm Mon.-Thurs., and Fridays 8-5, and can accept payments or signed promises to pay in order to clear library fines causing a Datatel hold.</p> <p>*Appropriate registration people at Greensboro and High Point have been notified to call, or ask students to call, the JT library for temporary removal of holds for students at those locations. We will immediately remove holds on people there for 24 hours in order to allow the student to register (GBO and HP libraries are closed until the first day of Fall classes). The student will have to come in person later to pay or make other arrangements. The hold will come back to bite them otherwise.</p> <p>*LRC 202 is available for testing or other overflow you may have - just let me know first so we can check availability and book the room.</p> <p>*We are providing free printing so students can print registration-related documents.</p> <p>*Library open lab and LRC 202 computers (if LRC 202 is empty) are freely available to students.</p> <p>*Library staff can help navigate WebAdvisor but are not qualified, and will not, advise or counsel.</p> <p>*Library staff have the ability to reset TitanCruiser passwords.</p> <p>*Library staff, should the need arise, can help navigate Blackboard and Moodle but will refer most questions to Distance Learning on the 3rd floor LRC.</p>	Lois Smith
	<p>Help Desk ticket for moving printing to Open Lab, need all dates and times.</p> <p>HD t for setup of computers as needed in MCC rooms or game room, number needed and printer if needed.</p> <p>When requesting rooms from Admin. Services, I need to have the room the afternoon before and the morning after to setup and remove equipment.</p> <p>Help from Open Lab staff as needed.</p>	