

Proactive Registration, Large Group Meeting

October 13, 2016 | 2:30 – 3:30 PM

Meeting Notes

Technology for event

- 19 laptops secured from Spark Point – Thank you!
- Need 5 surfaces for check-in
- Need combination of Chrome Books/Laptops to make up the rest of the need (26 more student use computers needed). Contact library to see if we can barrow their Chrome Books.

Financial Resources, a potential station

- Potential station for financial resources – set up SparkPoint table near financial aid. Alternatively, SparkPoint could set up in walkway on the way to CIETL or in CIETL.
- A walk through of the space is needed to determine best placement.

Jams

- Jam website being consolidated, so it will be easier for students to sign up for several jams at one computer.

Department / Staff / Student Volunteer Participation

- Cashier's office, A&R, and Financial Aid has agreed to staff event and will attend the November 4th training for student staff / volunteers.
- Student Ambassadors: Reach out to Outreach to seek Student Ambassadors who may be interested in helping with the event.
- Check in with ESL department – will Slammers be available during the event, and will they be interested in helping? :)
- Extend needed staff time until 9:30pm for 11/16 & 11/17.
- Need to determine student staff and volunteer need very soon. Last semester, approximately 30 students helped with the event throughout each day. We may need more. Let everyone know when you determine this need.

Student Contact

- Continue encouraging students to register as early as they can – do not make them think they need to wait for this event in order to register.
- Pre-Screen students and contact them accordingly for financial holds / prob 2 / dismissal.

Faculty Contact, to encourage faculty participation during the event.

- Present at ACES meeting
- Present at division meetings.

Signage / Logistics

- Need *Proactive Registration: Express Window* sign for A&R.

- Need *Student Success sign* for Maggie's office.
- Need to determine how many tables we will need (in CIETL, 9-123, and Jam Station). Talk to facilities to ask for furniture.

Looking at Outcomes

- Send PRI class list.
- Compare Jam sign ups from last year to those resulting from this event.