

Dallas County Community College District
Registrars Council

CHARTER

Effective: August 31, 2009

CONTEXT:

Federal and Texas State requirements regarding appropriate functions of admissions and registration of students to include enrollment, transcript evaluation, record keeping of all student records, certification of student enrollment to various agencies and graduation procedures of students. Consistency among the DCCCD colleges in enforcing these requirements is essential.

PURPOSE:

Official Name: The Registrars (REGCNCL) Council

Sponsor: Vice Presidents Council

The Registrars Council's purpose is as follows:

- Comply with Federal and State mandated regulations to the fullest extent possible.
- Monitor and interpret regulations issued by the Coordinating Board, State of Texas, Veterans Administration, and immigration agencies relating to admissions, registration, reporting, and record keeping.
- Administer the policies and procedures for DCCCD student admissions to also include residency requirements, evaluation of transcripts, and waiver eligibility.
- Ensure the accuracy of current, prospective, and prior student records including admissions applications, current class roles/grade rolls, grades, transcripts and eligibility to graduate.
- Ensure the integrity of college records which support state and federal reports for funding, certification of enrollment status for students to various agencies and other reporting functions.
- Collaborate with instructional divisions and advising departments to develop and monitor appropriate course schedules/enrollment management activities.
- Provide students online services through the eConnect Current and Future Credit Students Menu of Online Services.
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BOUNDARIES:

Assigned work requires the following:

- Compliance with all DCCCD Board of Trustees policies and requirements.
- THECB procedural review regarding admissions/ registration and student records.
- Compliance with all Federal policies and requirements.

CONSTRAINTS:

The policies, procedures and actions of the Registrars Council members are constrained by SACS, Federal laws and regulations, State laws and regulations and DCCCD policies and procedures

TYPE OF ORGANIZATION:

Functional Council – A sponsored team with responsibilities for on-going assignments and membership based on function within the DCCCD. Work includes monitoring and enforcement, information exchange, procedural development, procedural consistency across the DCCCD, and recommendations for District-wide action in responding to external mandates and internal requirements. The council may appoint committees or sub-committees as needed.

ORGANIZATION MEMBERS:

FUNCTIONAL ROLE	NAME (* DENOTES LEADERSHIP ROLE)	JOB TITLE	HOME LOCATION
Registrar	* Thoa Vo, Chair	Director of Admissions/Registration	Brookhaven College
Registrar	Carolyn Ward	Director of Admissions/Registration	Cedar Valley College
Registrar	Glynis Miller	Director of Admissions/Registrar	Eastfield College
Registrar	Rebecca Garza	Director of Admissions/Registration	El Centro College
Registrar	Glenda Hall	Director of Admission/Registration	Mountain View College
Registrar	Francienne Maynard	Dean, Admissions/Records and Academic Advising	North Lake College
Registrar	Becky Witherspoon	Assistant Director of Admissions/Registration	Richland College
Registrar	LaKendra Higgs	Director of Admission/Registration	LeCroy Telecollege

ORGANIZATION RESOURCES: Velma Hargis, District Director of Student and Academic Programs; Nancy Faris, District Director of Academic and Student Records; Jamie Templeton, Instructional Associate in Technology-State Reporting; Angie Gomez, Application Support Manager, DSC; and Sharon Loftis, Coordinator, Reporting/Programmer Analyst.

MEETING SCHEDULE and LOCATION: First Monday of the month, at District Service Center.

ORGANIZATIONAL SPONSOR: W.G. Garland, Assoc. VC of Student Affairs, VP Council

DATE FOR REVIEW/RECONFIRMATION: 2010 and even years following

Approved by the Chancellors Staff in September 2009

Signed by the Sponsor or Sponsor's Representative

Date