

**West Los Angeles College
SS&SP
Advisory Committee Meeting
AGENDA**

12/14/16 SSB 420

- 1. Admissions Update**
- 2. New Student ID Number 99**
- 3. People Soft Update**
- 4. Pre-Requisite / Challenge Petitions**
- 5. SARS Update**
- 6. Group Counseling**
- 7. Next Meeting**

SS&SP Advisory Meeting Minutes

December 14, 2016

SSB 414

Diana Baxter – PeopleSoft currently in “state of flux”, constantly changing directions. Admissions is currently taking applications for Winter 2017, Spring 2017, Summer 2017 and Fall 2017. Strongly encouraging students to do online applications only with the exception for students age 13 and under and K-8 students. A new paper application will be introduced for Fall 2017. The new paper applications is 15 pages long. The K- 12 Concurrent enrollment forms need original signatures and course title and number for auditing purposes. Registration for Fall 2017 begins May 2017. The different group categories should be in place before this date. Go live for PeopleSoft Records & Enrollment is May 2017.

Nick Dang – Need to change the configuration in SARS to take the new student ID numbers that begin with “9”. It is currently programmed to start with “88” numbers. IT is currently working with District to give them a “reset” option to assist students who are unable to access their emails. Currently IT sends all resets requests to district office.

Duke – Suggested hiring new staff to be point of contact when students have email and login issues. A phone help desk, live chat for example. It was suggested that financing could be shared with all Student Services departments.

Luz – PeopleSoft is in the process of configuring the Records and Enrollment screens to view the different screens to view Service Indicators, Student Success Contacts and Exemptions, Student groups and Academic/Progress Standing. Handouts were given.

Ema – Since July 1st, 2016 Luz and Ema have processed over 1,000 Prerequisite/Challenge Petitions. 175 Official Evaluations have been processed as well as 24 Priority Registration Appeals. For Prerequisite and Assessment Clearances contact services are being entered for “place other” for Math and English.

Marty – will follow up on the “special link” to handle students with ID numbers that begins with “9”. He will find out who is making appointments for these students.

Patty /Anna – Webfocus reports vs SARS reports show big discrepancies on the number of contact services from Counseling Department. Need to reconcile report of “Unmarked” appointments.

V. Valle – Group counseling workshops sessions with hourly counselors.