

Summary of Winter Costs for Enrollment Services

Students

Students interested in attending the Winter Term apply through CSU Mentor and the application is handled just as it is for the Fall, Spring and Summer terms. Students must go through the normal admission process, attend a New Student Orientation for undergraduate students, register for classes and meet all add/drop deadlines in a shortened period of time. Unfortunately, many of our new students interpret the Winter Term similar to that of a Winter Quarter and apply for the Winter Term, not realizing that classes are limited in offerings, and that they move at a much faster pace, thus requiring longer seat time due to the condensed time frame. Often, this does not work for our part time students and they must apply for the subsequent Spring Term. Below is a summary of the Winter Term 2009 students that applied, were admitted, and registered for classes. In addition, the evaluators review applicants for graduation and award for the Winter Term.

| Service | Undergraduate | Graduate |
|------------------------|----------------------|-----------------|
| Applicants | 425 | 225 |
| Admitted | 226 | 193 |
| Enrolled | 92 | 110 |
| Applied for Graduation | 126 | 34 |
| Awarded Degrees | 84 | 23 |

Staff

Enrollment Services, consisting of Undergraduate Admissions, Graduate Admissions, Records, Registration and Evaluations offers and provides services for admission, registration, evaluations, and awarding degrees. In brief, Enrollment Services handles Winter Term as any other term, and although short in length for the students, we give the same amount of attention to the Winter Term as we do to Fall, Spring and Summer and must compress all processing time into a much shorter period, which significantly delays services for other terms. It is important to note that processing for Winter Term is simultaneous with Fall, and Spring—in other words; we are working on three terms at one time. The unfortunate consequence is that because Winter is the first term in “action”, it receives a fair amount of our time early on and most other work is delayed. The workload for the Winter Term is approximately one-quarter the amount of work for the year. Many of the processes for set up for Winter, much to our dismay, must be handled manually, as the 4 week term requires “out of the ordinary” modifications to the student system, and to some of our processes in the office (evaluations, schedule set up,

Enrollment Services -- Attachment B

| <u>Staff Workload</u> | | | | |
|--|--------------------|-------------------|--------------------|--|
| # of hours | | | | |
| | Director | Systems | Staff | |
| Admission/Registration Set Up | 10 | 30 | 0 | |
| Schedule Set Up | | | 30 | |
| Application Processing 3 full time staff | | | 200 | |
| Evaluations 7 full time staff | | | 750 | |
| Registration 3 full time staff | | | 80 | |
| Records: Grading, Math/English Compliance, Processing Individual forms | | | 200 | |
| Awarding Degrees | | | 250 | |
| Chancellor's Office Reporting | | | 120 | |
| Clean - up | 10 | 20 | 40 | |
| Total # of Hours | 20 | 50 | 1670 | |
| Dollar Costs | \$800.00 | \$1,100.00 | \$32,020.00 | |
| | | | | |
| Total # of hours | 1,740.00 | | | |
| Total Dollar Amount | \$33,920.00 | | | |
| | | | | |
| | | | | |
| | | | | |
| Director | \$40.00 | | | |
| Systems | \$22.00 | | | |
| Evaluators | \$21.00 | | | |
| Admissions | \$13.00 | | | |
| Records/Registration | \$17.00 | | | |