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### Spring Newsletter



**Spring 2024 Enrollment Booth**

A&R Staff will be in the Quad during the first week of class (February 12 - February 15 8am-5pm) to help students enroll in open classes and maximize enrollment!

A&R thanks important members within our college community who have helped in our quest to improve the enrollment process for students and the general public. These individuals have contributed their expertise in a collaborative manner that deserves our appreciation.

## Thanks to you!



**Lisa Herman**
Criminal Justice Academies Clerk

Lisa Herman is one of our partners in the Criminal Justice Academies who stepped up at the end of Fall 2023 to ensure we were able to meet our reporting deadlines. Her dedication to our student population and her partnerships in the community are a key asset to our college. Thanks for your hard work, Lisa!

Trevor Kay is an essential bridge between A&R and Counseling. He provides our transcript evaluation team with reports of upcoming student meetings, assists in processing prerequisite waivers for CVC students, and helps us with SARS access. Trevor also alerts us to issues he may come across and is always a welcome visitor in A&R!



**Trevor Kay**
Counseling

# IMPORTANT DATES FOR FACULTY—SPRING 2024

**FULL TERM COURSES**
- **FEBRUARY 11** — LAST DAY TO REGISTER WITHOUT ADD AUTHORIZATION
- **FEBRUARY 12-25** — ADD PERIOD WITH ADD AUTHORIZATION
- **FEBRUARY 25** — LAST DAY TO DROP WITH A REFUND AND WITHOUT A "W"
- **MAY 12** — LAST DAY TO DROP WITH A "W"

- Refer to Self-Service for courses that fall outside of the full-term calendar
- Please note that online add authorizations only work during the add period
- After February 25th a late add petition is required. Find the form here or at sac.edu/forms
  Per Title 5, § 58004, students are required to be dropped for no-show

## AUTO-ENROLLMENT FROM THE WAITLIST

Waitlisted students are automatically enrolled at 10pm nightly when space becomes available. Since the rollout in December 2023, we have auto-enrolled 433 students from the waitlist! Auto-enrollment upholds all registration rules such as pre-requisites, time conflict, and repeatability rules. This will help ensure that students get into classes they need to stay on track for timely graduation! Based on faculty feedback, A&R will be working with ITS this Spring to further streamline the overall waitlist functionality.

## UPFRONT EVALUATION: PHASE II IN THE WORKS!

The AR III team is moving into Phase II of upfront evaluation after a successful roll out of Phase I. We are expanding GE evaluation into nearby regions including Riverside and San Diego Community College Districts. Stay tuned for more information on pre-requisite clearance!

## OUR A&R STAR

### Elisabeth Chavez

Administrative Secretary to the Dean of Enrollment Services

An A&R star is nominated by an A&R peer who demonstrates excellence by going "above and beyond" to support the department and our students. Elisabeth Chavez, Administrative Secretary to Admissions & Records, provides amazing support for the two new managers in A&R and continues to stay on top of multiple projects, scheduling, and helping with new hires and student workers. She is always willing to support others. Thank you for all your hard work, Liz! Congratulations on being the first A&R Star!

## ID.ME IS LIVE ON CCCAPPLY FEBRUARY 2ND!

ID.me has been integrated with CCCApply to verify students' identities and assist with the high volume of fraudulent applications. No action is required of our current students. Minors, students with housing insecurities, and those without online access can use the opt-out process. Used by many State and Federal agencies, ID.me is an easy way for students to claim and validate their identities and it also speeds up the verification process from the previous manual process conducted by Admissions and Records staff. Learn more here!

### Enrollment Booth

## REGISTRATION RESTRICTIONS FOR SPECIAL PROGRAMS NOW LIVE

Spring 2024 registration restrictions are now live for the OCTA and Hope Builders programs! Using CORM flags, students for these special programs can now register themselves online instead of having to submit add cards to A&R. More programs will be added soon!

CCCApply applications are valid for one year! If a student applies for Spring 2024, but doesn't take classes, they won't have to reapply until Spring 2025!

## YOUR LIFE GOT EASIER WITH OUR LATEST UPDATE

### Waiver for High School Students

In collaboration with the Cashier's Office, High School students who are categorized as Non-Resident through CCCApply will now automatically have their non-resident status waived. This implementation removes the need for students to change their residency status while streamlining the workflow within A&R and Dual Enrollment.

To better align with state guidelines and regulations, our CA Residency determination process has been updated. Students are required to provide two documents: one showing their physical presence for a minimum of one year and one day in CA and another document that shows their intent to stay in CA. Only one of these documents must be dated one year and one day before the term starts. Approximately 500 Spring 2024 non-residents received an email from A&R on February 8, 2024 with the CA Residency and AB540 Forms to determine eligibility. Both forms may be submitted electronically! Feel free to direct students to A&R or provide them with the link to the dynamic form.
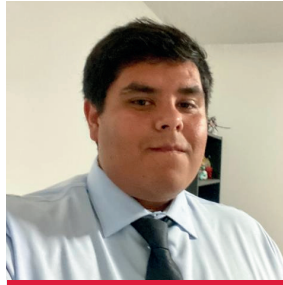
# WELCOME TO OUR INTERIM EMPLOYEES
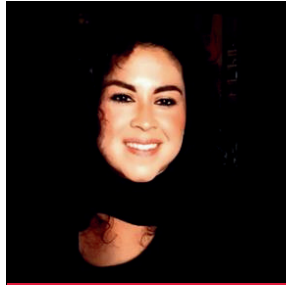
## ALEJANDRA PONCE
### Interim AR I
"What I am most excited about my new role is the ability to assist students in a very dynamic environment and having the opportunity for personal growth working alongside a great team. I feel very fortunate."

## CARLOS BRAMBILA
### Interim AR I
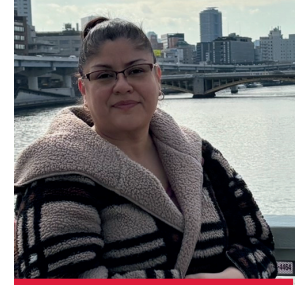"There's never a shortage of new things to learn in A&R. I am happy to be a part of this amazing team and to help SAC students!"

## ASHLEY SERNA
### Interim AR II
"I am happy to be here and be a part of the A&R family. There is so much to learn and so many helpful hands that I have been able to count on since I started."

## CLAUDIA RUESGA
### Interim AR II
"I love being able to help students get their paperwork processed so they may be academically successful and enrich their lives here at Santa Ana College."

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### Increasing CCCID numbers within special programs
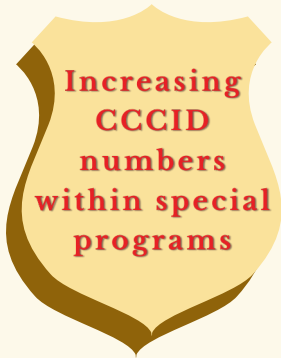
The CCCID is a unique identifier created for students that enter the community college system. It is generated when an individual creates an OpenCCC account—typically during the application process. CCCIDs are an important factor in MIS reporting, which is used to calculate district apportionment. The CCC Chancellor's Office is requiring colleges to increase CCCID numbers attached to student records. A&R is working closely with departments and ITS to find ways to increase CCCIDs within our campus programs with batch creation of CCCID numbers and encouraging our partners to have students create an OpenCCC account prior to taking courses.

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## OMG!! DYNAMIC FORMS

Since launching dynamic forms in September 2023, the A&R Team has processed over 1,800 digital forms for our students! Below you will find a summary of all Dynamic Forms from A&R split into two categories based on who initiates the form.

### Faculty/Counselor Forms
- Counseling Probation Intervention
- Instructor Request for Grade or Class Change*
- Overload Petition*
- Pass/No Pass
- Petition for Academic Renewal Without Course Repetition*
- Transcript Evaluation Request*

By the end of Spring 2024 term, all of the A&R forms will be submitted electronically. We are also working to have all electronic forms available for faculty and students through Self-Service! Stay tuned for additional progress.

### Student Forms
- AB 540
- CA Residency
- FERPA Release
- Late Add Petition*
- Petition for Academic Renewal With Course Repetition
- Petition for Course Repetition Exception*
- Petition for Exception to Academic Regulation (A&G)*
- Petition for Excused Withdrawal
- Petition for Military Withdrawal
- Request to Change Home Campus Location
- Student Change of Information Request

New forms are noted with a *

## GRAD GOSSIP

### Fall 2023 Degrees and Certificates Conferred to Date

- 496 local and transfer degrees
- 1,098 certificates of achievement
- 223 certificates of proficiency

*Completers will receive their diplomas or certifications by end of April*

**MAR 8**

74% of certificates have been conferred through autoawarding!

Spring 2024 and Summer 2024 graduates who want to participate in the SAC Commencement ceremony, must submit petitions for degrees or certificates by March 8, 2024! The Grad office has already processed 496 petitions for Spring/Summer 2024 grads!

We are saving trees! Graduation petition forms have been digitalized through Dynamic Forms. The petition to Waive or Substitute Major Course work is up next and almost ready to go live. A huge thank you to Ana Meckes and Michael Le for making this happen!