



## Regular Meeting Minutes - Approved March 07, 2019

### Members Present

Rachel Salomon  
Pamela Perkins  
Florence Peter  
Jennifer Seru

Va Savu  
Cheryl Vila  
Oyinade Ogunmokun  
Jomi Capelle

John D. Villafania  
Waisiki Baleikorocau  
Sali Andrike  
Leoin Lanitok

### The meeting was called to order @ 11:10 AM

### Agenda Items

1. Withdrawal Form & Process
2. Student Attendance
3. Continuing Student Registration
  - Summer 2019 Semester - Registration will be from March 13 - 22, 2019
  - Fall 2019 Semester - Registration will be from April 8 - 19, 2019
4. Placement Test

### Minutes

#### 1. WITHDRAWAL FORM AND PROCESS

- The process is to submit the form and Student Service have 3 days to track down to student, but if they can't find the student by the third day, they'll assign a dropped.
- There is no reinstatement after your assigned a W.
  - Student can not be encouraged to go back to class if Monica have assigned a W.
- The first week was administrative Add/Drop, but Monica is still receiving these forms.
  - Official Withdrawal - deadline is after mid terms.
  - The 3 day period is not enough for our 3 counselors to track the students.
    - The 2 student worker drop appointment slip for students to visit the counselors.
    - sometimes the student(s) have a valid reason.
- Yesterday Rachel received an email, the students have missed 15 times and that faculty is willing to give him a chance until next week Monday if he doesn't show up drop him.
  - Once the form is submitted, counting of 3 days starts.
- From the faculty, the student didn't miss 3 days of classes, they've missed 9 or more classes.
  - The faculty submit the forms because there is no communication from the student(s).
    - If Faculty's are informed, they can work with the student(s).
      - Communication issues.
  - Have the student leaders to talk with the students - more student friendly.



## 2. STUDENT ATTENDANCE

- We have an Admission Board, students with conditional acceptances for Summer - deadline is May 19.
- Nursing Bridge Program takes CMI classes and the after hour activities are provided.
- For Summer Upward Bound will take CMI regular classes and they will provide after hour activities.
  - They will be regular CMI students.
  - The Director wants all her graduating seniors to be at Arrak.
  - The Director wants her students to attend Summer, but they wouldn't meet the requirements - Deadline for Admission and FAFSA is April 30.
    - They can provide everything, but the Diploma and Transcript will be the problem.
- Jomi moved that we follow our Admission Policies and Procedures. Jennifer seconded the motion. The motion was unanimously approved.

## 3. CONTINUING STUDENT REGISTRATION

- Summer 2019 Semester - Registration will be from March 13 - 22, 2019
  - Lock down midnight of March 22.
- Fall 2019 Semester - Registration will be from April 8 - 19, 2019
- Update
  - Program sheets
  - Class schedule - For Summer and Fall
- Dr. Elizabeth have asked the department Chairs to schedule classes for Summer, Fall and Spring.
  - Deadline - Tuesday next week March 12 (lock down at 8pm).
- Student can't enroll in their pre-req classes, they'll have to wait to get their Summer grades and register during regular registration for Fall.
- Can we do more advertisement of our Registration - on campus, High Schools and radio.
- During the current registration is also an opportunity for Financial Aid to hand out letter or talk to student - probation or suspension.
  - Student on the suspension list need to know the process for appeal, deadline and etc.

## 4. PLACEMENT TEST

- The committee met two and were supposed to order the test.
- The Placement Test will be done during the week of Orientation and Registration.
  - Orientation and Registration - June 6 & 7.
  - Volunteer - Jennifer and Waisiki.
  - We need to have it prior to NSO.



## ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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**Meeting adjourned @ 12:05 PM**

Kelly Luce Sebastian, Recording Sec.  
Scribe

EMC  
Reviewed & Approved by

03 - April - 2019  
Date approved