



## Regular Meeting Minutes - Approved October 4, 2018

### Members Present

Rachel Salomon  
Jennifer Seru  
Pamela Perkins  
Jomi Capelle  
Leoin Lanitok

Elizabeth switaj  
Monica Gordon  
Jacinta Samuel  
Va Savu

John D. Villafania  
Waisiki Baleikorocau  
Hermon Lajar  
Oyinade Ogunmokun

### Guest

Ninitha Note

### The meeting was called to order @ 11:15 AM

### Agenda Items - Continuing

1. Admission Board
2. Registration Process (Shared by Dr. Elizabeth)
3. Residence Life Draft Policies & Procedures
4. Registrar's Draft Policies & Procedures

### Minutes

#### 1. ADMISSION BOARD

- This Board would be looking at the Admission Application and the approval.
  - To review all the application requirements and Incomplete/conditional applications.
- Member suggestion: Nurse, Financial Aid Office, Representative from Faculty, Business Office, and Registrar.
- The chair is Dean of Student Services.
  - The chair will invite members from within the EMC members.
  - Pamela volunteer to be a member.
- Rachel will work with the Admission Director on what needs to be done.

#### 2. REGISTRATION PROCESS (SHARED BY DR. ELIZABETH)

- Tabled for next meeting.

#### 3. RESIDENCE LIFE DRAFT POLICIES & PROCEDURES

- Tabled for next meeting.

#### 4. REGISTRAR'S DRAFT POLICIES & PROCEDURES

- Registration BP 330.01



## ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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- Students may register during the registration periods published in the academic calendar. All students must be officially admitted prior to registering. While college personnel will provide assistance to students, course selection and fulfillment of registration requirements are ultimately the responsibility of the individual student.
  - Va moved to accepted the BP 330.01 as stated to be the Policy for Registration. Jomi seconded the motion. The motion was unanimously approved.
- **BP: 330:02 Adding a Course:**
  - Summer - students may add course(s) until the 3rd day without penalty or 100% refund.
  - Fall/Spring - students may drop course(s) until the 5th day without penalty or 100% refund.
- Tabled for next meeting.

**Meeting adjourned @ 12:04PM**

**Special Meeting next week Thursday 11am**

Kelly Luce Sebastian, Recording Sec.

**Scribe**

EMC

**Reviewed & Approved by**

03 - April - 2019

**Date approved**